



CITY OF

Waite Park



2025 BUDGET DOCUMENT

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CITY OVERVIEW



WAITE PARK TODAY



COMMUNITY FEATURES AND ASSETS

The City of Waite Park occupies approximately 7,468 acres in the west side of the St. Cloud metropolitan region. The Sauk River provides most of city's northern boundary while I-94 and the City of St. Joseph define the City's southern and western edges. Waite Park shares its eastern boundary with the City of St. Cloud.

NATURAL FEATURES, PARKS AND TRAILS

The Sauk River corridor and Transformer quarry provide opportunities for enjoying the outdoors and connecting with the natural world.

The Ledge Amphitheater hosts live performances and events for up to 6,000 visitors.

Waite Park has seven individual park facilities ranging from the ½-acre Jagiello Park Playground to the 42-acre River's Edge Park with a multitude of facilities including a seasonal splashpad, playground, ball fields, pickle ball courts, winter skating and hockey as well as walking trails. Other parks include: Bartz Park, Community Park, Lions Park, Rock Island Park and Willow Creek Park.

The Healthy Living Trail provides in-town opportunities for walking and rolling with exercise stations and medicinal flower gardens.

The 65-mile Lake Wobegon Trail provides walking and rolling opportunities to connect with numerous central Minnesota communities as well as the Mississippi River.

PUBLIC BUILDINGS

Waite Park City Hall
19 13th Ave N, Waite Park, MN

Waite Park Public Works Building

Great River Regional Library

253 N. 5th Ave
Waite Park, MN
Provides a permanent collection of books, audio books, DVD's, music CD's, magazines and newspapers. Offers a wide range of programs for adults and children.

SENIOR CENTER

19 13th Ave. N
Basement of Waite Park City Hall

SCHOOLS

Discovery Community School, St. Cloud Area School District
Kindergarten - 5th grade
700 7th St. S., Waite Park, MN

St. Cloud Math and Science Academy, Public
Kindergarten - 5th grade
136 Division St. Waite Park, MN

Holly Innocents School, Catholic, Private
Kindergarten - 12th grade
1705 CR-137, Waite Park, MN

Junior High, High School are provided in St. Cloud:

- McKinley Alternative Learning Center, St. Cloud Area School District
- Tech High School, St. Cloud Area School District
- North Junior High, St. Cloud Area School District
- Apollo High School, St. Cloud Area School District

Multiple opportunities for higher education within the St Cloud Metro:

- St. Cloud State University, Public
- St. Cloud Technical and Community College, Public
- Rasmussen University, Private
- College of St. Benedict, Private
- St. John's University, Private



Quarry Park and Nature Preserve



City Hall



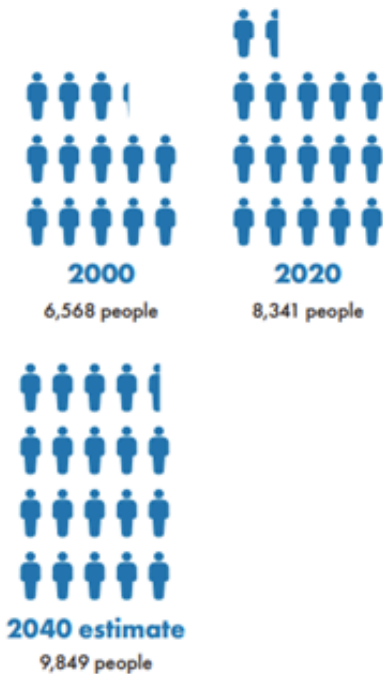
Public Works Building



River's Edge Park

WAITE PARK TODAY

Population Growth



DEMOGRAPHICS

The following information takes a look at Waite Park's population, age distribution, education levels, employment and income levels, and future trends. Assessing population characteristics is helpful in identifying community needs and planning for the City's future. The 2020 U.S. Census was used to identify demographic information for the City of Waite Park and surrounding communities.

POPULATION GROWTH

Waite Park has experienced steady population growth during the last two decades. The City saw a significant population increase (24.2% growth) between 2010 and 2020, which was faster compared to Stearns County (5.1%) and the St. Cloud Metro Area (5.6%). Growth during the 2020s and 30s is anticipated to continue at a steady pace. The City's population is expected to grow to 9,849 residents by 2040.

Population Size					
	2000	2010	2020	2030	2040
Waite Park	6,568	6,715	8,341	9,103	9,849
Stearns County	133,166	150,642	158,292	174,622	190,764
St. Cloud Metro Area	167,392	189,093	199,671	219,455	238,942

AGE DISTRIBUTION

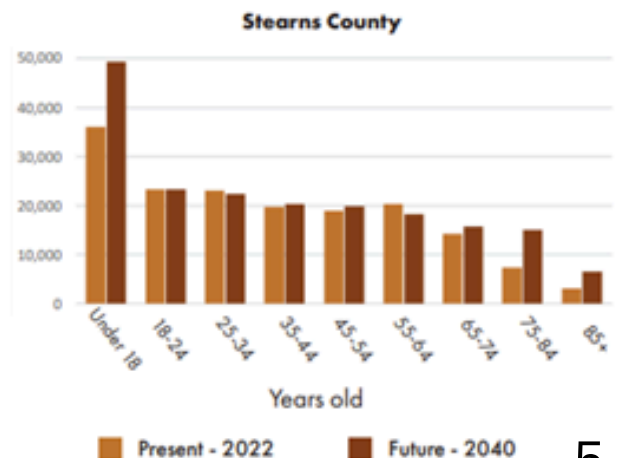
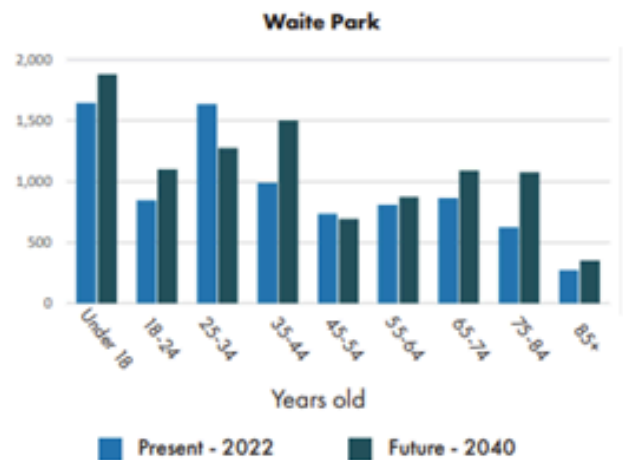
The age distribution of a community's population helps in assessing the type of housing, employment, recreational and commercial services needed.

Approximately 50% of Waite Park residents in their prime working years between the ages of 25 to 65 years. As of 2022, the largest adult age cohort in Waite Park is the 25 to 34 age group, which makes up 19.4% of the population. This also explains the large youth group under 18 years old, which make up 19.5% of the population.

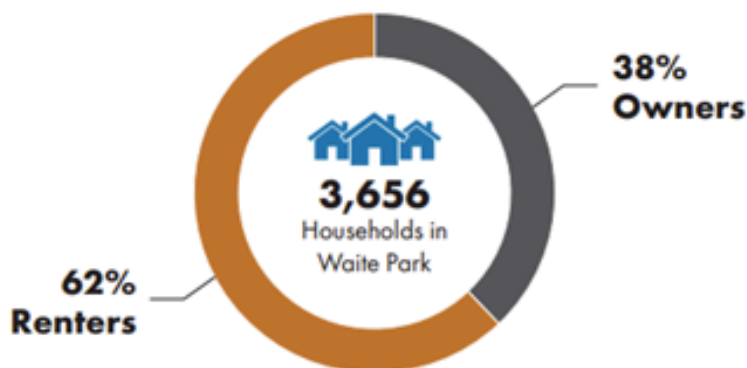
Additionally, as residents enter their middle-age years, particularly those with children, they traditionally prefer lower-density single-family homes.

Based on current conditions, it's anticipated that the senior citizen population will continue to increase significantly. During the 2020s, the 75 to 84 age group is anticipated to expand by 42%. This would result in more Waite Park residents moving out of the workforce, as well as needing different levels of service.

Age Distribution



Homeownership in 2022



Home Ownership				
	2010		2022	
	Own	Rent	Own	Rent
Waite Park	45%	55%	38%	62%
Stearns County	72%	28%	68%	32%
St. Cloud Metro Area	71%	29%	68%	32%

HOUSING

During the last two decades, the growth in number of households was higher than the overall population growth in Waite Park. Waite Park had a strong household growth between 2010 and 2020, increasing from 3,127 to 3,519 households (12.5% growth), as has Stearns County (7.6%) and the St. Cloud Metro Area (7.9%).

The proportional increase in new households was high relative to population suggesting a trend toward shrinking household sizes in the City.

The larger percentage of lower-household incomes and younger population in Waite Park has impacted the level of homeownership. As the housing market has seen property prices rise over the last decade, it has made it more difficult for lower income households and first time buyers to purchase a home.

Home ownership in Waite Park has been significantly lower compared to Stearns County and the St. Cloud Metro Area. In 2022, the homeownership rate in Waite Park was 38%, compared to 68% in both Stearns County and the St. Cloud Metro Area.

Typically, the youngest and oldest households rent their housing in greater proportions than middle-age households. Nearly 100% of the population under the age of 25 and over 85% of the age 25 to 34 households are renters in Waite Park.

COMMUTING

Proximity to employment is often a primary consideration when choosing where to live, particularly for younger and lower income households since transportation costs often account for a greater proportion of their budgets.

A majority of Waite Park residents work outside of the City. About 90% of the workers employed in Waite Park live outside the City. The largest proportion of workers in Waite Park commute from St. Cloud (40.7%), followed by Waite Park (10.1%), Cold Spring (4.1%), and Sartell (3.5%).

These commuting patterns contribute to traffic levels on the city's primary roadways.



Division Street near Crossroads Mall

WAITE PARK TODAY

Race and Ethnicity				
	2010		2020	
White Alone	5,531	86.2%	4,809	63.9%
Black or African American Alone	435	6.8%	2,199	29.2%
American Indian or Alaska Native Alone	35	0.55%	40	0.53%
Native Hawaiian or Other Pacific Islander Alone	1	0.02%	3	0.04%
Asian Alone	240	3.7%	202	2.7%
Some Other Race	10	0.2%	23	0.3%
Two or More Races Alone	161	2.5%	251	3.3%
Hispanic or Latino (Ethnicity not Race)	302	4.5%	814	9.8%
TOTAL	6,715		8,341	

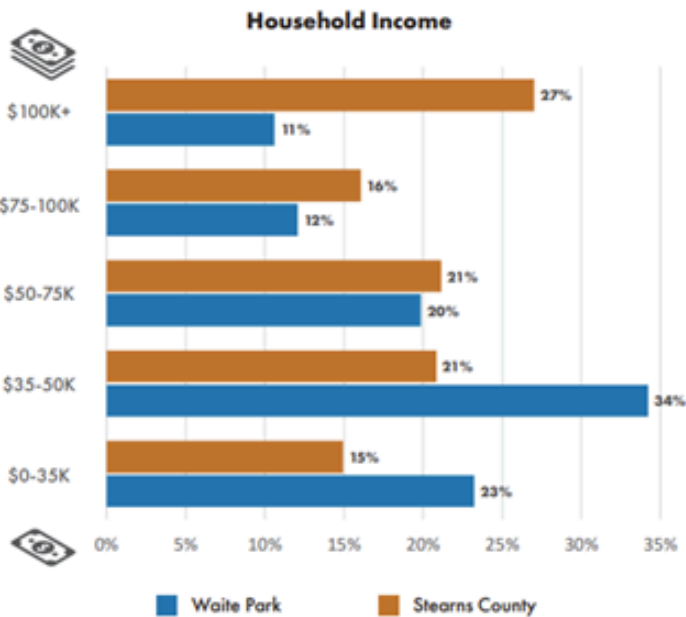
RACE AND ETHNICITY

Over the last decade, the racial and ethnic profile has changed in Waite Park. Waite Park has become more racially and ethnically diverse.

Between 2010 and 2020, the percentage of White residents decreased by almost 22%. The percentage of Black or African American residents increased by 20%, while Hispanic or Latino residents increased by 5%.

Waite Park has seen a continuous influx of Somali immigrants. This has the potential to lead to alternative market demands for various goods and services and has a direct effect on labor force, schools, transportation systems and housing options.

WAITE PARK TODAY



INCOME

Income levels are directly tied to occupations and employment. Income statistics can help explain the quality of life and stability of a community. This information also helps determine demand for different types of housing and retail services.

In 2022, the Waite Park median household income is \$43,919, which is significantly lower than Stearns County (\$65,804) and St. Cloud Metro Area (\$64,505).

As Waite Park has become more developed over the past decade there has been an increase in higher paying jobs. In 2010, only one employment sector had an average weekly wage of \$1,000 or more: Public Administration. By 2020, three job sectors had average weekly wages above \$1,000: Construction; Trade, Transportation and Utilities; and Financial Activities. By 2021, there were four sectors with weekly wages above \$1,000 (the same four previously mentioned). As Waite Park becomes more developed it is likely that wages in Waite Park will begin to climb closer to Metro Area averages.

EMPLOYMENT

Employment trends are important to consider since job growth can typically influence household and population growth as people typically desire to live near where they work.

Employment numbers in Waite Park have been increasing steadily during the last two decades and are expected to continue to grow. By 2030, Waite Park is forecast to have 9,823 jobs, an increase of 29.4% since 2020.

The largest job sector in Waite Park is the Trade, Transportation and Utilities Sector, which employed an estimated 2,500 people as of 2021. This accounted for 34% of the City's total employment. This was followed by leisure and hospitality as the second largest job sector in the City.

Employment - Number of Jobs						
	2000	2010	2020	2021	2030	2040
Waite Park	6,305	6,765	7,589	7,251	9,823	11,649
Stearns County	76,331	77,294	86,708	86,832	93,196	98,466
St. Cloud Metro Area	93,753	93,118	107,623	107,715	112,455	119,395



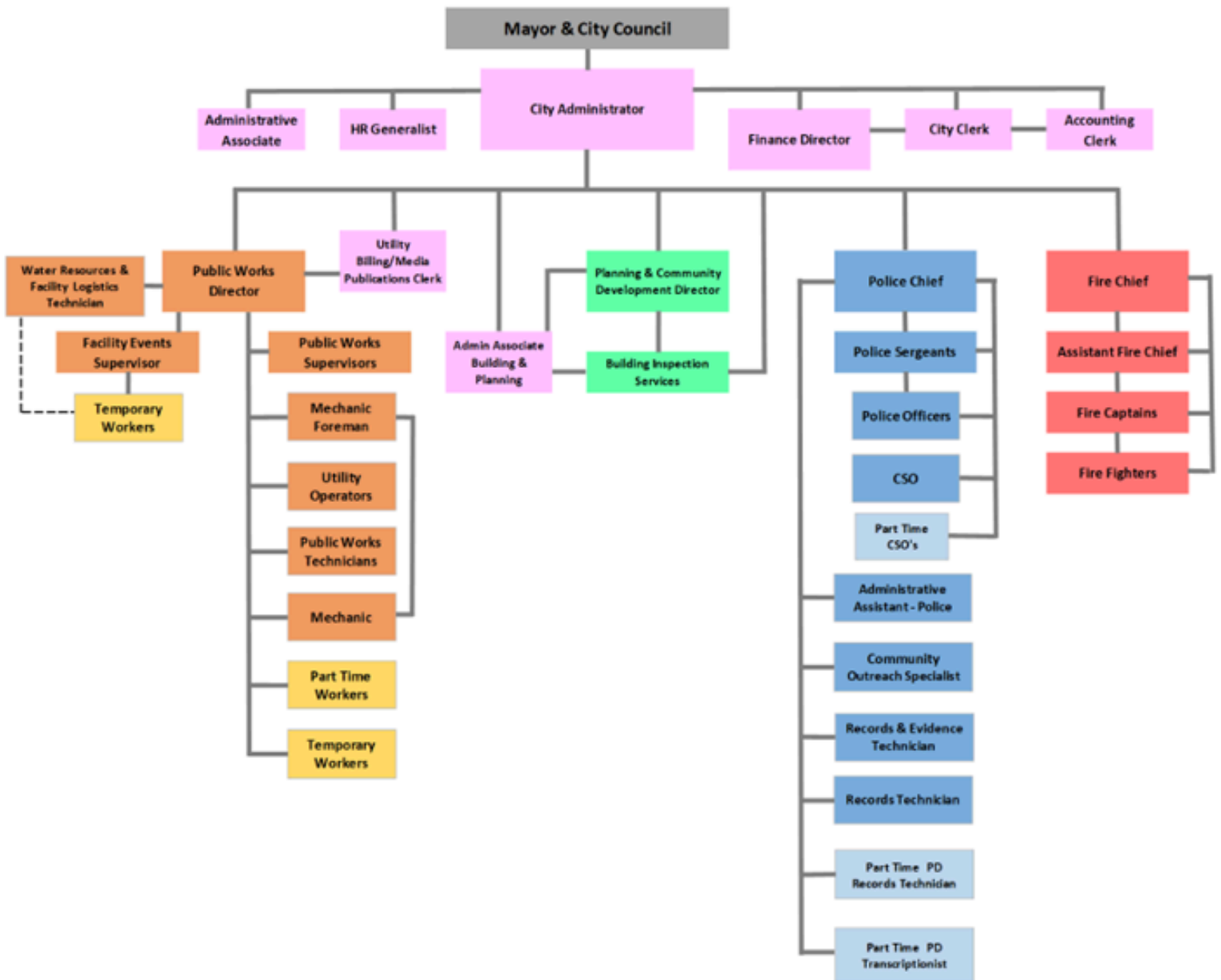
Business Park



Manufacturing businesses

City of Waite Park

ORGANIZATIONAL CHART





CITY OF WAITE PARK'S 5 YEAR STAFFING PLAN

ALL DEPARTMENTS

Department		2024	2025	2026	2027	2028	2029
Public Works -	Full Time	16	16	17	17	17	17
Public Works -	Part Time/Seasona	7	8	8	8	8	8
Police -	Full Time	27	27	28	30	30	30
Police -	Part Time	3	3	3	3	3	3
Administration -	Full Time	9	10	11	12	12	12
Administration -	Part Time	0	0	1	1	1	1
Total Full Time Employees		52	53	56	59	59	59
Total Part Time/Seasonal Employees		10	11	12	12	12	12
Total City Employees		92	94	98	101	101	101

Type of Contracted Service	2024	2025	2026	2027	2028	2029
Building Inspections	1	1	1	1	1	1
New West/Mammoth AMP National Acts	1	1	1	1	1	1
Landscaping Coordinator	1	1	1	1	1	1
City Attorney - Flaherty Hood / Robert Scott	1	1	1	1	1	1
Engineer - S E H / Dave Blommel	1	1	1	1	1	1
Prosecuting Attorney - City of St Cloud	1	1	1	1	1	1
GSDC - Fractional Economic Development	0	1	1	1	1	1
West Central Sanitation - Refuse	1	1	1	1	1	1

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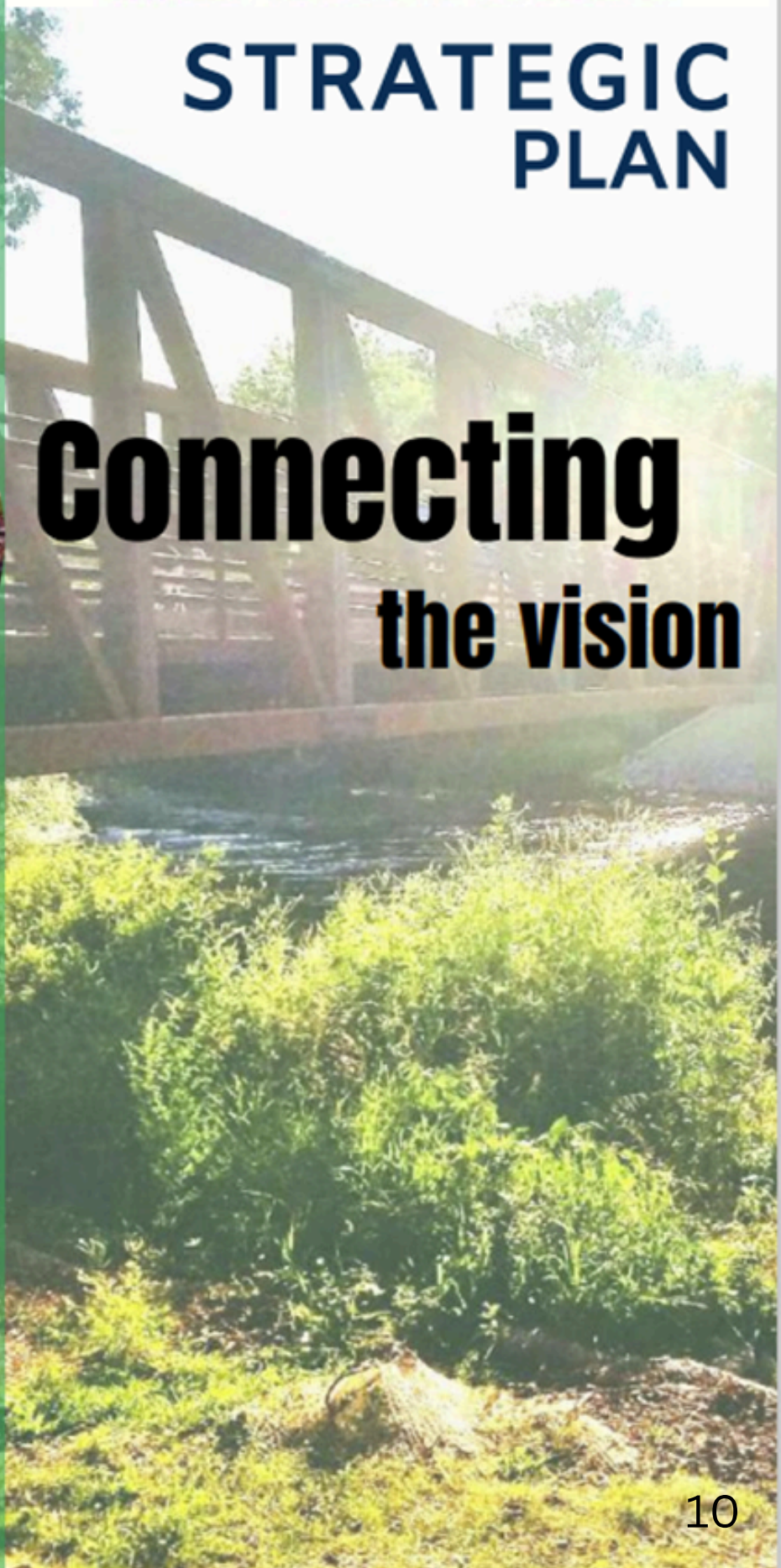


Waite Park

WHERE MINNESOTA CONNECTS

STRATEGIC PLAN

**Connecting
the vision**





MISSION

To provide outstanding service in an efficient, effective, and professional manner.

OUR VISION

A local government which embraces the changing needs and expectations of the public while focusing on providing a high level of service in the most effective and efficient manner possible.

CORE VALUES

The Waite Park organization is made up a diverse group of individuals. We believe we are made stronger through that diversity and our set of Core Values.

- I Integrity
- C Courage
- A Accountability
- R Respect
- E Excellence



December 13, 2024

Dear Waite Park Resident and Business Owners,

The City of Waite Park believes in keeping our focus on strategic planning. A strong strategic plan is a good road map that will continue to help us determine our destination and lays out a clear path to get there. The city spent over two years seeking input from the public and developing the Strategic Plan that continues to provide focus on priorities for the city.

Staff and the council have developed tactical plans that help shape the day-to-day operations of the city while allowing us to focus on the big picture as well. These plans are adopted annually and reviewed on a quarterly basis to provide updates on progress.

The work we are doing on strategic planning will allow us to accomplish many of the things our residents and business owners have provided us input on. It will allow us to continue to make this community a great place to live, work, and play.

Thank you for your continued support and we look forward to another great year.

Sincerely,

Mayor and City Council

STRATEGIC GOALS



1 Industrial/Commercial Development
Grow industrial/commercial development to provide stable, higher paying jobs, and be key anchors in the community.

2 Entertainment
Become an entertainment destination that attracts new visitors, retains residents, and expands options for food, art, culture, sports, and more.

3 Public Safety
Strengthen proactive engagement and trusting relationships with the entire community in solving issues in all areas of public safety.

4 Transportation
Coordinate with the larger community to create an easily accessible, connected, and safe transportation system across multiple modes that meet the changing needs.

5 Environment
Become better environmental stewards through proactive processes.

6 Housing
Create different housing options to meet a variety of needs.

7 Recreation
Increase recreation opportunities to give residents and visitors of all ages safe, affordable, and fun things to do.

8 Education
Enhance collaboration with education systems and services to meet the needs of all learners of all ages to equip them for success.

9 Organizational Goal
Create an organization where all employees are valued, supported, and committed to working together, providing the best level of services possible to those they serve.

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priorities
on a

STRATEGIC WORK PLAN

City of Waite Park Tactical Plans

City of Waite Park Organizational Goal: Create an organization where all employees are valued, supported, and committed to working together, providing the best level of services possible to those they serve.						
CITY-WIDE/DEPT Desired Outcome(s) in next 3-5 years		<ul style="list-style-type: none"> Participation has increased at <u>the offered</u> city-wide dept activities that give employees an opportunity to interact with employees from other depts. Different opportunities are offered to employees where they can provide input about our working environment. An established holistic wellness plan is offered and available to our staff. 				
Key Actions to Get Started in 2023/24	Who Leads	By/When – Reporting Timeline				
		Dec 1	April 1 2024	Aug 1 2024	Dec 1 2024	April 1 2025
1. Determine city-wide dept activities that reach a cross section of staff.	Sponsor: Shaunna Lead: Participants: Kelli G. Jason U., Zack D., Peter M., Ben C., Kelly H., Lori G.	Plan at least and determine dates and locations of two city-wide dept activities. 2023 Apple <u>Crisp-employee</u> appreciation. Develop and plan dept activities for 1st & 2nd quarter.	Complete at least two city-wide dept activities Plan activities for the 3rd quarter. Work is underway by the committee on this work. The committee has been very engaged and planning some lunch and learns after seeking input from staff on topics. Departments have also been working with staff on the EAP services available to all staff.	Plan activities for 4th quarter. Present information for 2025 budget request. Brought in a representative from EAP (Employee Assistance Program) To explain what the program can offer to the employees. <u>Spent</u> time going through all the benefits the <u>City</u> offers the employees. Annual employee wellness appreciation event.	Recap all activities for 2024. Complete at least one dept activity. Plan activities for 1st quarter. Work continues for the committee to identify activities that interest employees and identify opportunities for training and engagement.	Complete at least one additional dept activity. Plan activities for the 2nd quarter.

<p>2. Determine the best process for completing stay interviews on all employees and how to share the information gained.</p>	<p>Sponsor: Lori Lead: Participants: Kelli G., Kelly H., Jason U., Peter M., Zack D., David K.,</p>	<p>Stay interviews are completed on all employees. Information from stay interviews is shared. <u>Process</u> is reviewed and any modifications are made. Send communication to all staff on changes being made due to results of stay interviews.</p>	<p>Follow up with city staff on how the changes from the stay interviews <u>are working</u>. Review <u>stay</u> interview process and make changes The Employee Engagement Committee has completed a follow up survey to <u>staff</u> which shows favorable improvements to communication amongst departments.</p>	<p>Complete stay interviews. Employee surveys were completed and submitted. As a result, evaluations were adjusted to include quarterly check ins with the employees to increase communication and outreach to employees.</p>	<p>Information from stay interviews is shared. Stay interviews will be completed again in 2025 and a timeline will be established as to when this will occur.</p>	<p>Follow up with city staff on how the changes from the stay interviews <u>are working</u>. Review <u>stay</u> interview process and make changes that are necessary to improve the process.</p>
<p>3. Create an employee wellness committee to develop and implement a wellness plan.</p>	<p>Sponsor: Shaunna Lead: Participants: Lori G., Kelli G., Kelly H., Jason U., Peter M., Zack D., David K.,</p>	<p>Meet to discuss what types of employee activities should be considered and how to seek employee input into activities.</p>	<p>Seek input from <u>employee</u> on wellness activities. A survey was completed to gain this <u>input</u> and the committee is discussing the opportunities they plan to move forward.</p>	<p>Develop a wellness activity plan that can be implemented. <u>Committee</u> meets monthly to further develop the wellness plan.</p>	<p>Implement wellness plan. The Engagement Committee continues to meet and discuss wellness and engagement activities for staff.</p>	<p>Review and determine additional wellness activities with employee input</p>

Public Safety Goal: Create a community where we foster the health, safety, and well-being of our residents, businesses, and visitors.						
CITY-WIDE Desired Outcome(s) in next 3-5 years		<ul style="list-style-type: none"> • Build a Community Outpost. • Create a communications plan that develops trusting relationships with a diverse community. • Implement a multi-modal transportation plan that enhances safety and connects residents and businesses. 				
Key Actions to Get Started in 2023/24		By/When – Reporting Timeline				
Who Leads		Dec 1	April 1 2024	Aug 1 2024	Dec 1 2024	April 1 2025
1. Establish Community Outpost.	Sponsor: Tony Lead: Alicia Participants: David K.	Identify additional partners and assess needs.	Ongoing identification of additional partners assessment of needs and review of potential locations. <u>Boys & Girls Club</u> has proposal to build expansion on Discovery Elementary School. ISD 742 is supportive. Draft plans have been made. Currently seeking Funding source (5-6 <u>Million</u>) This option would have a multi-generational component and could have programs for seniors.	Location determined. Funding via <u>State</u> should be known by this time. Funding was not secured in 2024.	Funding secured. Staff <u>has</u> worked with the Boys & Girls club on a possible secondary location to assess the financial viability. Staff will continue working with the Boys and Girls Club on determining the appropriate location and potential funding sources.	Plans and/or development underway.

Public Safety Goal: *Develop collaborative community engagement partnerships, built on pillars of staffing, technology, and facilities, to enhance Public Safety.*

Dept. Desired Outcome(s) in next 3-5 years

- Build a Public Safety Facility.
- Establish a Community Engagement Unit.
- Develop an effective referral system for issues related to mental health, homelessness, and chemical dependency.
- Fire Dept staffing concerns have been addressed.

Key Actions to Get Started in 2023/24	Who Leads	By/When – Reporting Timeline				
		Dec 1	April 1 2024	Aug 1 2024	Dec 1 2024	April 1 2025
1. Determine the Public Safety Facility needs and construct facility.	<p>Sponsors: Tony & Jim</p> <p>Lead:</p> <p>Participants: PD & FD Staff input as needed</p>	Review staffing needs of all depts, incorp. the Fire Study and begin touring similar facilities.	Review facility needs access , that includes future staffing and facility needs (and tech). Outline project timeframes	Review and establish contract with an architect to design/construct the building. Architect and Construction Management Contractor have begun the schematic building design and preliminary budget documents. The current plan has also started to address the phasing plan and construction calendar	Begin Construction Construction will begin early Summer of 2025. Plans will be reviewed by Council and update on financial plan will occur in December.	Plans will be finalized and costs associated with the project will be determined. Bonding will move forward and secured prior to construction beginning on project.
2. Determine what the community engagement unit would be responsible for and implement it.	<p>Sponsor: Tony</p> <p>Lead:</p> <p>Participants: Abe</p>	ID new needs of community / resources available, & team to work together to address the needs.	Prioritize the needs and focus of the community engagement unit. CEU is identified to address community activities and engagement, specifically addressing homeless	Determine resources needed to activate a community engage unit. The development of the Community Engagement Unit has been paused until staffing is in		

			outreach, mental health response, and	place and skills sets can be addressed.		
3. ID collaborative partners to help reduce calls for mental health, homelessness, & chem. dependency.	Sponsor: Tony Lead: Participants:		SCSO Co-responder has taken active role in response to mental health calls for service, Resource Guide is in use and internal training on options is underway	ID partners / resources that can be accessed. Investigate capacity to assist immediately The use of the surrounding area resources (Co-Responders/ CMMHC/ ER/CR/ CAT Team) has been in use. Redirecting these incidents to those resources has <u>shown</u> to reduce the <u>work-load</u> on the officers and has shown to result in better outcomes for the individuals involved.	Determine what services/ resources need adding to address needs of the community.	Create <u>resource</u> guide accessible to all officers on this. Develop/provide officer training
4. Determine timeline for Fire Study recommendations.	Sponsor & Lead: Jim Participants: Shaunna, Tony, FD members, FD Consult.	Continue working with FD consultant and review recommendations. Identify present FD staffing needs / what resources would be available from other FDs to address needs.	Implement any fire prevention and ordinance changes that may be recommended to reduce fire calls. Review Study, determine facility needs to provide future fire services. Work <u>continues on</u> the Fire Study and is anticipated	Implement a staffing plan <u>taking into account</u> recommendations for Study and budget. Determine what, if any, partnerships <u>to</u> be created.	Implement staffing plan based on recommendations for Fire Study and budget. Evaluate any needed partnerships. Staff, along with the other study cities, are	Form a regional committee to <u>review the Fire Study recommendations</u> and develop a work plan that can be worked on regionally.

		Efforts have focused on recruitment with updating the ordinance and reaching out to the business community for support of staff. We have completed a couple of videos and have begun more direct communication along with social media efforts.	to be completed early Summer.		finishing the review of the draft plan. Staff met with ESCI to provide some clarity on the expectations and goals of the Study. It is anticipated that the final draft will be presented to all fire departments and mayors and councils in January/February of 2025.	
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Industrial/Commercial Development Goal: Attract, grow, and retain industrial/commercial development that complements and diversifies our local economy.

CITY-WIDE/DEPT Desired Outcome(s) in next 3-5 years

- Attract 1-2 major employers with higher-paying wages
- Review ordinances that can assist in making any necessary improvements based on needs.
- Create a beautification plan for the City that improves the visual appeal of right-of-way and new/redevelopment.

Key Actions to Get Started in 2023/24	Who Leads	By/When – Reporting Timeline				
		Dec 1	April 1 2024	Aug 1 2024	Dec 1 2024	April 1 2025
1. Restart City Economic Development Authority (EDA)	Sponsor: Jon Lead: Participants: Karla, Adri, Shaunna, GSDC	Research history of City's EDA and why it was discontinued – identify and evaluate any benefits/ drawbacks of restarting	Discuss at dept head level and if opting to move forward prepare memo for City Council work session Discussion held with City Council at work session regarding EDA/HRA with directive to proceed received. Staff is coordinating with County regarding levy activities and intend to bring forward to City Council in May/June for formal review/enactment.	Prepare recommendation and actions for City Council to formally restart EDA EDA established in June with partial levy authority per City Council direction.	EDA membership and staffing in place – EDA operating. EDA membership set and 2025 operating budget/levy authorized.	Utilize EDA on ongoing basis to make additional financial tools available
2. Improve on requirements for environment/health/ safety/ wellness for	Sponsor: Jon Lead: Alicia, Tony	Review previous and recent projects to identify areas that could be improved upon	Research ordinances, policies, and best practices of other communities	Present proposed options to improve on review/ approval		

new and redevelopment	Participants: Adri, Paul, SEH, Zach	Recent larger projects have been considered and discussed for opportunities that could be improved upon for future similar cases and how requirements could be formalized instead of simply suggestions.	Research underway and intended to be included and updated within zoning ordinance overhaul/update.		Review and consideration of options continuing with options to be included as part of zoning ordinance update (forthcoming 2025 timeline).	
3. Determine locations where beautification within the city should be improved.	Sponsor: Jon Lead: Landscape Coordinator Participants: PW Staff and others	Identify areas within the community where the visual appeal needs to be improved. Inventory is underway.	Determine what can be done to improve the visual appeal and the costs associated with making the improvements. Once inventory is completed suggested options/opportunities will be considered and potential partners identified (i.e. State/ <u>County streets</u> frontages).	Determine funding resources and create a timeline for improvements. Evaluation of opportunities to incorporate requirements within capital improvement programming to ensure some level of implementation with periodic projects.	Begin implementing beautification improvements and ID who is completing the work.	Continue to identify phased plans and implementation. Create a committee to assist with this work. Intent to bring recommendations for focus areas, potential projects and programming for funding forward early/mid-2025 for formal adoption.

Entertainment Goal: Create Entertainment opportunities that connect our community and draw visitors, taking into consideration our existing natural landscape.						
CITY-WIDE/DEPT Desired Outcome(s) in next 3-5 years						
<ul style="list-style-type: none"> At least one recreational entertainment venue is <u>built</u>. At least one entertainment option is added for residents and visitors of all ages. Clear locations are defined for future planned construction to support entertainment venues. 						
Key Actions to Get Started in 2023/24		By/When – Reporting Timeline				
Who Leads		Dec 1	April 1 2024	Aug 1 2024	Dec 1 2024	April 1 2025
<p>1. Conduct research and determine potential entertainment options <i>(considering what existing activities there are to do within the region, the types, the demographics they serve, and locations).</i></p>		<p>Sponsor: Shaunna Lead: Participants: Margie, Monica, Kelli, Lisa</p> <p>Form <u>the</u> team of local leaders interested in assisting and define their work plan. Identify initial options for this; include research examples, experience, contacts. Review demographics of our residents and those in neighboring communities. We have identified internal team members but still need to reach out to the community members for interest.</p>	<p>Create the list of existing and determine how to track new entertainment. Conduct local site visits as needed. Get feedback from community groups and partners on potential options. Our internal group will be meeting in May to begin creating this list and determining key community members. Time has been spent identifying areas within the community to focus efforts.</p>	<p>Review research and what is missing from the area, determine entertainment options for our city. Get feedback from community groups and partners on potential options. Determine impact options have on other City depts (such as water, public works, public safety). Initial research has been completed on different types of entertainment and continued outreach for potential interests will be pursued. The city has moved forward with the fractional EDA position which</p>	<p>Do further research on developers and the development process. Entertainment will be a focus for the new fractional EDA position.</p>	<p>New position will be in the process of identifying goals and objectives for moving this forward and what players should be at the table to assist with these efforts.</p>

				will provide additional staff support to move this forward.		
2. Determine locations for entertainment within existing and new development areas (considering what areas we want to avoid, due to undesirable impacts on City depts).	Sponsor: Shaunna Lead: Participants: Margie, Monica, Kelli, Lisa	Create a map that shows potential entertainment opportunities taking into consideration <u>size</u> and needs of the entertainment. This work will continue into May and June to be completed.		Create an inventory of all potential land opportunities showing all strengths and weaknesses of the potential development location. Work <u>continues on</u> this effort.	Review property and land ownership. Work <u>continues on</u> this effort.	Create a plan that incorporates the type of entertainment and land that it can be developed on. Pursue development.



2024 Accomplishments

- Finalized the final draft of the Fire Study and ESCI consultants will present the study to area fire departments and councils in early 2025.
- Completed three elections including the presidential primary, primary, and general election.
- Received funding for the purchase of the land for The Ledge Amphitheater.
- Determined location for public safety facility and began developing plans for the renovations and expansion of existing city hall and public safety facility.
- Hired a construction manager at risk to assist with the expansion/renovation of city hall/public safety project.
- Updated City Website and applicant tracking software.
- Completed the update to the personnel policies that will be approved in early 2025.
- Implemented Laserfiche software and working on the digitizing of city documents.
- Reached a tentative renewal agreement with New West/Mammoth that will be finalized early 2025 providing them with additional financial responsibility on maintaining, operating, and managing The Ledge Amphitheater.
- Worked with Stearns County on the implementation of a new Records Management System.
- Hired 17 new employees, 9 new election judges, rehired 11 seasonal employees, added a new mechanic position, and one employee retirement. Backgrounded 5 volunteers for Flowers for Waite Park and 29 RSVP volunteers for The Ledge.
- Rehabbed water treatment [lant – stripping tower and Willow Creek lift station pumps
- Completed lead service line inventory to meet EPA deadline.

2025 Goals

- Complete the Fire Study and work with neighboring cities on evaluating consultant recommendations to future fire service needs.
- Develop an electronic newsletter to provide more information to residents and businesses.
- Continue working on the plan/design to address PFAS and other water treatment updates needed with the assistance of consulting engineer.
- Continue to work on water meter replacements.
- Finish design for Public Safety Facility, develop an interim operation plan while under construction, and begin construction/renovation.
- Create a beautification plan for City. Complete Rivers Edge Park – Final design phase.
- Complete the digitization of city documents.
- Continue work on succession planning for Public Works Director retirement.
- Secure the remaining State funding to finish The Ledge improvements.
- Finalize the contract renewal with New West/Mammoth for operations of The Ledge Amphitheater/
- Overhaul zoning ordinance, to be performed by staff as cost-savings measure.
- Develop fractional EDA position and begin work on strategic development priorities.
- Increase coordination with partner organizations related to visibility of City for development opportunities.
- Assist Boys and Girls Club in developing a plan for new facility that addresses community outpost goals while creating programming for youth and seniors.



2025

BUDGET OVERVIEW

The total general fund budget for 2025 is \$13,294,278. This is a 5.8% increase in the budget from 2024. This increase in the budget will be a 4.8% increase in the tax rate from 2024 to 2025.

The increase in the budget is a direct result of salary and benefits for employees, capital expenditures, contractual services for both emergency management and fire services. In addition, the increase is also a reflection of inflation and the increased costs of all goods and services.

**RESOLUTION NO. 121624-02
CITY OF WAITE PARK**

**RESOLUTION ADOPTING THE 2025 GENERAL AND SPECIAL REVENUE FUND
BUDGETS**

2025 GENERAL FUND BUDGET

REVENUES:

Property Taxes	\$10,763,858
Gravel Tax	140,000
Franchise Fees	435,000
Liquor Licenses	54,550
Other Licenses & Permits	25,900
Grants & Aids	823,000
Charges for Services	250,625
Fines	69,100
Interest	20,000
Other Sources	412,245
Designated Working Capital	<u>300,000</u>
 Total Revenues	 \$ 13,294,278

EXPENDITURES:


City Council	\$ 44,514
Mayor	14,730
Planning Commission	5,550
Elections	9,450
Administration	1,076,435
Assessing	30,000
Audit	28,000
Legal	120,000
Planning & Zoning	256,700
Government Buildings	345,850
Library	30,435
Police	4,744,100
Fire	1,132,199
Inspections	336,560
Emergency Services	67,700
Animal Control	5,210
Engineering	1,110,000
Streets	1,761,200
Snow Removal	247,050
Traffic Signs & Signals	96,400
Street Lighting	147,600
Waste Collection/Disposal	518,300
Brush Collection	33,030
Weed Control	53,600
Tree Trimming	13,300
Parks	941,865
Splash Pad	44,800
Insurance	65,000
Miscellaneous	<u>14,700</u>
 Total Expenditures	 \$ 13,294,278

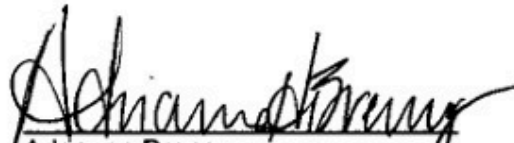
(continued)

**CITY OF WAITE PARK
2025 SPECIAL REVENUE FUND BUDGETS**

<u>FUND</u>	<u>REVENUES</u>	<u>EXPENDITURES</u>
Park Land Development	1,500	12,000
Charitable Gambling	70,200	89,700
Local Sales Tax	1,500,000	1,200,000
City Sales Tax	2,100,000	3,000,000
Public Safety Facility	9,105,200	9,105,200

Adopted by the City Council of the City of Waite Park, Minnesota, this 16th day of December 2024.

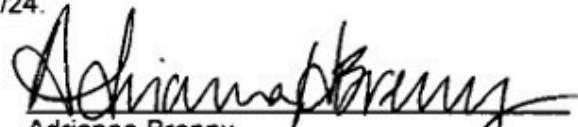

Richard E. Miller
Mayor


Adrianna Brenny
City Clerk

ACTION ON THIS RESOLUTION:

Motion for adoption: Member Theisen
Seconded by: Member Linquist
Voted in favor of: All
Voted against: None
Abstained: None
Absent: None
Resolution adopted 12/16/24.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Waite Park City Council at a duly authorized meeting held on 12/16/24.


Adrianna Brenny
City Clerk

**RESOLUTION NO. 121624-03
CITY OF WAITE PARK**

RESOLUTION ADOPTING THE PROPERTY TAX LEVY FOR 2025

GENERAL FUND LEVY: **\$10,763,858**

TAX ABATEMENT LEVY:

2016A G. O. Tax Abatement Bonds \$ 184,050

TOTAL TAX ABATEMENT **184,050**

DEBT SERVICE LEVIES:

2013 G. O. Improvement Bonds 418,200

2016B G. O. CIP Bonds 561,700


TOTAL **979,900**

GRAND TOTAL **\$11,927,808**

Adopted by the City Council of the City of Waite Park, Minnesota, this 16th day of December 2024.



Richard E. Miller
Mayor



Adrianna Brenny
City Clerk

ACTION ON THIS RESOLUTION:

Motion for adoption: Member Theisen

Seconded by: Member Schmitt

Voted in favor of: All

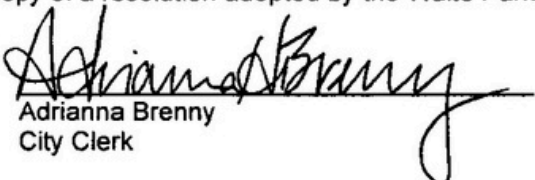
Voted against: None

Abstained: None

Absent: None

Resolution Adopted 12/16/24:

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Waite Park City Council at a duly authorized meeting held on 12/16/24.



Adrianna Brenny
City Clerk



BUDGET REVENUES

THE CITY'S GENERAL FUND BUDGET IS SUPPORTED BY THE A VARIETY OF REVENUES THAT ARE INCLUDED IN THIS DOCUMENT. THESE REVENUES OFFSET THE AMOUNT OF REVENUE NEEDED FROM PROPERTY TAXES TO SUPPORT THE GENERAL BUDGET.

BUDGET REVENUES

Acct#	Title	2024 Revenue Budget	2025 Revenue Budget
General Property Taxes			
101.3100.3110	CURRENT AD VALOREM AD	.00	.00
101.3100.3111	VALOREM	9,798,882.00	10,763,858.00
101.3100.3121	DELINQUENT AD VALOREM TAXES	.00	.00
101.3100.3127	EXCESS TIF	.00	.00
		9,798,882.00	10,763,858.00
Taxes Imposed by County			
101.3170.3171	GRAVEL TAX TRANSIT	150,000.00	140,000.00
101.3170.3175	SALES TAX	.00	.00
		150,000.00	140,000.00
Other Taxes			
101.3180.3181	FRANCHISE LOCAL ACCESS FEES	85,000.00	75,000.00
101.3180.3183	ELECTRIC SERVICE FRANCHISE FEE	360,000.00	360,000.00
		445,000.00	435,000.00
Licenses & Permits			
101.3200.3211	ON SALE LIQUOR	47,700.00	47,000.00
101.3200.3212	ON SALE SUNDAY LICENSE	4,800.00	4,800.00
101.3200.3213	OFF SALE LIQUOR LICENSE	900.00	800.00
101.3200.3215	CLUB LICENSE	100.00	100.00
101.3200.3216	SPECIAL LIQUOR PERMIT	.00	.00
101.3200.3217	BREWER TAPROOM	150.00	100.00
101.3200.3218	BREWER OFF SALE	100.00	100.00
101.3200.3221	ON SALE BEER LICENSE	500.00	500.00
101.3200.3222	OFF SALE BEER LICENSE	300.00	250.00
101.3200.3225	WINE LICENSE	900.00	900.00
101.3200.3226	TOBACCO LICENSE	1,260.00	1,000.00
101.3200.3227	LODGING LICENSE	300.00	300.00
101.3200.3228	CANNABINOID LICENSE	240.00	200.00
101.3200.3231	EXCAVATOR LICENSE	800.00	1,200.00
101.3200.3233	MECHANICAL LICENSE	3,500.00	4,000.00
101.3200.3234	PEDDLER LICENSE	.00	.00
101.3200.3235	MASSAGE THERAPIST LICENSE	2,300.00	2,000.00
101.3200.3236	BILLBOARDS	3,000.00	3,000.00
101.3200.3241	FIREWORKS PERMIT	650.00	650.00
101.3200.3271	ANIMAL LICENSES	7,500.00	8,000.00
101.3200.3273	ANIMAL REPLACEMENT TAGS	.00	.00
101.3200.3275	ANIMAL PENALTY FEES	800.00	650.00
101.3200.3491	YARD WASTE SITE PERMIT	5,000.00	4,900.00
		80,800.00	80,450.00

Federal Grans & Aids

101.3310.3312	FEMA GRANTS	.00	.00
101.3310.3315	COPS GRANT	125,000.00	63,000.00
101.3310.3339	MISCELLANEOUS FEDERAL GRANTS	.00	.00
		125,000.00	63,000.00

State Grants & Aids

101.3340.0003	STATE AID TO FIRETOWNS	.00	.00
101.3340.3341	LOCAL GOVERNMENT AID	483,979.00	490,000.00
101.3340.3342	PUBLIC SAFETY AID	.00	.00
101.3340.3344	MARKET VALUE CREDIT - AG	2,000.00	2,000.00
101.3340.3346	MUNICIPAL STATE AID FOR STREET	39,000.00	11,000.00
101.3340.3347	STATE AID FOR POLICE SERVICE	150,000.00	150,000.00
101.3340.3348	POLICE TRAINING REIMBURSEMEN	15,000.00	15,000.00
101.3340.3349	MISCELLANEOUS GRANTS	20,000.00	10,000.00
101.3340.3353	LOCAL PERFORMANCE AID	.00	.00
101.3340.3355	PERA RATE INCREASE AID	.00	.00
101.3340.3393	TRAFFICKING TASK FORCE GRANT	.00	.00
101.3340.3394	PATHWAYS TO POLICING GRANT	.00	.00
101.3340.3395	INTENSIVE COMP PEACE OFFICER GRANT (ICPOET)	.00	50,000.00
101.3340.3395	MISCELLANEOUS GRANTS	.00	.00
101.3340.3397	ELECTION AID	.00	.00
		709,979.00	728,000.00

Grants & Aids from Others

101.3360.3361	COUNTY AID FOR STREETS & HWYS	32,000.00	32,000.00
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Charges for Services - General

101.3410.3411	ADMINISTRATIVE FEES	800.00	500.00
101.3410.3412	COPIES MAPS NOTARY FEES	5,000.00	4,500.00
101.3410.3413	CERTIFICATES OF ASSESSMENT	4,500.00	4,000.00
101.3410.3416	TAX INCREMENT APPLICATION FEE	.00	.00
101.3410.3417	ZONING FEES	5,000.00	5,000.00
101.3410.3418	PLATTING/SUBDIVISION FEE	1,000.00	500.00
101.3410.3419	VARIANCE FEE	450.00	450.00
101.3410.3473	RENTALS	4,000.00	4,000.00
101.3410.3475	PARK RENTALS EXEMPT	.00	.00
101.3410.3477	CITY HALL RENT	.00	.00
		20,750.00	18,950.00

Charges for Services - Safety

101.3420.3421	ACCIDENT REPORTS/CHARGES PD -	600.00	450.00
101.3420.3422	BACKGROUND/DATA REQUESTS	2,000.00	2,000.00
101.3420.3423	CRIME FREE MULTI HOUSING	.00	.00
101.3420.3425	BUILDING INSPECTIONS	130,000.00	130,000.00
101.3420.3426	HOUSING INSPECTIONS	30,000.00	30,000.00
101.3420.3427	SPRINKLER INSPECTION	.00	.00
101.3420.3428	SEPTIC REMOVAL INSPECTION	.00	.00
101.3420.3429	ELECTRICAL INSPECTION FORMS	300.00	75.00
101.3420.3431	PLUMBING PERMITS	10,000.00	15,000.00
101.3420.3432	MECHANICAL PERMITS	25,000.00	25,000.00
101.3420.3433	ELECTRICAL PERMITS	18,000.00	15,000.00
101.3420.3434	EXCAVATION PERMITS	5,000.00	5,000.00
101.3420.3435	FENCE PERMITS	300.00	300.00
101.3420.3441	FIRE SPRINKLER PERMITS	1,300.00	1,000.00
101.3420.3442	FIRE ALARM PERMITS	100.00	.00
101.3420.3451	SURCHARGE - BUILDING PERMITS	6,500.00	7,000.00
101.3420.3452	SURCHARGE - PLUMBING PERMIT	300.00	200.00
101.3420.3453	SURCHARGE - MECHANICAL PERMIT	525.00	500.00
101.3420.3454	SURCHARGE - ELECTRICAL PRMITS	200.00	150.00
101.3420.3455	SURCHARGE - FIRE PERMITS	.00	.00
101.3420.3461	BUILDING PENALTY FEES	.00	.00
101.3420.3463	PLUMBING PENALTY FEES	.00	.00
101.3420.3464	MECHANICAL PENALTY FEES	.00	.00
101.3420.3465	ELECTRICAL PENALTY FEES	.00	.00
		230,125.00	231,675.00

Fines

101.3510.3511	COURT FINES	50,000.00	53,000.00
101.3510.3513	PARKING TICKETS	5,000.00	5,000.00
101.3510.3514	DRIVE SMART	.00	.00
101.3510.3516	FALSE ALARMS	3,500.00	3,000.00
101.3510.3517	STRAY ANIMAL FEE	.00	.00
101.3510.3518	ADMINISTRATIVE FINES	2,100.00	2,100.00
101.3510.3519	LATE FEES FOR DELINQUENCIES	7,000.00	6,000.00
		67,600.00	69,100.00

Special Assessments

101.3610.3611	COLLECTED BY CITY/COUNTY	.00	.00
101.3610.3614	DEL SPEC ASMTS - PRINCIPAL	.00	.00
101.3610.3619	DEL SPEC ASMTS - PEN & INT	.00	.00
		.00	<u>.00</u>

Miscellaneous Revenues

101.3620.3487	INSURANCE REIMBURSEMENTS	50,000.00	40,000.00
101.3620.3488	RECYCLE/REFUSE CONTAINERS	.00	.00
101.3620.3489	VETERINARY CLINIC	.00	.00
101.3620.3621	INTEREST - INVESTMENTS	20,000.00	20,000.00
101.3620.3623	INTEREST - LMC 4M FUND	.00	.00
101.3620.3625	INTEREST - MMF ACCOUNT	.00	.00
101.3620.3626	INTEREST - NOW ACCOUNT	.00	.00
101.3620.3627	INTEREST - AMP ACCOUNT	.00	.00
101.3620.3629	INTEREST - DELINQUENT ACCTS	.00	.00
101.3620.3641	DONATIONS	10,000.00	10,000.00
101.3620.3651	DONATIONS - POLICE	2,000.00	2,000.00
101.3620.3653	DONATIONS - PAWS FOR LAWS	.00	.00
101.3620.3655	DONATIONS - FIRE	2,000.00	2,000.00
101.3620.3672	MISC REVENUE - VENDING COMM	.00	.00
101.3620.3675	UNCLAIMED PROPERTY (PD)	.00	.00
101.3620.3677	SALE OF CITY PROPERTY	2,000.00	2,000.00
101.3620.3681	REFUNDS AND REIMBURSEMENTS	20,000.00	10,000.00
101.3620.3682	PW REIMBURSEMENTS	.00	.00
101.3620.3684	PD REIMBURSEMENTS	15,000.00	2,000.00
101.3620.3686	FD REIMBURSEMENTS	.00	.00
101.3620.3688	STREET IMPROVEMENT REIMB	.00	.00
101.3620.3696	CASH LONG	.00	.00
101.3620.3698	SALES TAX	.00	.00
101.3620.3699	MISCELLANEOUS REVENUE	.00	.00
		121,000.00	88,000.00

Amphitheater - Facility & National Events

101.3820.3487	INSURANCE REIMBURSEMENTS - AMP	.00	.00
101.3820.3821	MERCHANDISE SALES	.00	.00
101.3820.3831	NEW WEST / MAMMOTH	.00	.00
101.3820.3832	OPERATING FEE	62,700.00	63,600.00
101.3820.3833	AMP OPERATIONS MANAGER FEE	35,640.00	.00
101.3820.3834	ADDITIONAL OPERATING FEE	50,160.00	35,000.00
101.3820.3835	SPONSORS	.00	.00
101.3820.3836	MANAGEMENT FEE	109,996.00	110,000.00
101.3820.3837	ADVERTISING	.00	.00
101.3820.3838	VENDOR REVENUE	.00	.00
101.3820.3839	PUBLIC WIFI SERVICES	30,000.00	30,000.00
101.3820.3841	DONATIONS	.00	.00
101.3820.3871	RENTALS	.00	.00
101.3820.3881	DAMAGE DEPOSITS	.00	.00
101.3820.3885	REIMBURSEMENTS	105,000.00	85,000.00
101.3820.3899	MISCELLANEOUS REVENUE	.00	.00
		393,496.00	323,600.00

Amphitheater Private Events

101.3822.0000	AMPHITHEATER PRIVATE EVENTS	.00	.00
101.3822.3821	MERCHANDISE SALES	.00	.00
101.3822.3830	FACILITY FEE	15,000.00	.00
101.3822.3831	NEW WEST/MAMMOTH	.00	.00
101.3822.3832	OPERATING FEE	8,000.00	.00
101.3822.3835	SPONSORS	.00	.00
101.3822.3836	TICKET SALES	.00	.00
101.3822.3837	ADVERTISING	.00	.00
101.3822.3838	VENDOR REVENUE	.00	.00
101.3822.3841	DONATIONS	.00	.00
101.3822.3871	RENTALS	24,000.00	.00
101.3822.3881	DAMAGE DEPOSITS	.00	.00
101.3822.3885	REIMBURSEMENTS	.00	.00
101.3822.3899	MISCELLANEOUS REVENUE	.00	5,645.00
		47,000.00	5,645.00

Amphitheater Sponsored Events

101.3824.0000	AMP SPONSORED EVENTS	.00	.00
101.3824.3821	MERCHANDISE SALES	.00	.00
101.3824.3831	NEW WEST/MAMMOTH	.00	.00
101.3824.3832	OPERATING FEE	.00	.00
101.3824.3835	SPONSORS	30,000.00	15,000.00
101.3824.3837	ADVERTISING	18,000.00	.00
101.3824.3838	VENDOR REVENUE	750.00	.00
101.3824.3841	DONATIONS	.00	.00
101.3824.3871	RENTALS	.00	.00
101.3824.3881	DAMAGE DEPOSITS	.00	.00
101.3824.3885	REIMBURSEMENTS	.00	.00
101.3824.3899	MISCELLANEOUS REVENUE	200.00	.00
		48,950.00	15,000.00
101.3910.3911	SALE OF CAPITAL ASSETS	.00	.00
101.3920.3921	TRANSFERS IN	.00	.00
	WORKING CAPITAL	300,000.00	300,000.00

Totals		12,570,582.00	13,294,278.00
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BUDGET EXPENDITURES

THE BUDGET EXPENDITURES INCLUDE ALL GENERAL FUND EXPENDITURES THAT ARE SUPPORTED BY A VARIETY OF REVENUES THAT ARE INCLUDED IN THIS DOCUMENT. THE BUDGET EXPENDITURES ARE BY DEPARTMENT AND INCLUDE A BRIEF DESCRIPTION OF EACH DEPARTMENT AND WHAT EACH DEPARTMENT DOES, ALONG WITH ACCOMPLISHMENTS AND GOALS FOR 2025.



Governing Body

The City of Waite Park has a governing body that consists of a mayor and four council members. All members are elected at large. The mayor is a two-year term and council members are four-year terms. The governing body provides leadership, sets policy, and strategic vision for the City. The governing body also considers and adopts policy, ordinances, and resolutions to provide for the health, safety, and overall quality of life for all Waite Park residents and businesses. The City hires a City Administrator to manage the day-to-day operations and staff supervision. While the City Administrator does oversee all staff supervision, the City Council does have the final authority all on hiring and firing decisions for all city employees.

EXPENSE BUDGET

Acct#	Title	2024 Expense Budget	2025 Expense Budget
COUNCIL			
101.4111.1011	SALARIES	14,400.00	16,000.00
101.4111.1191	PER DIEM	4,800.00	4,800.00
101.4111.1211	FICA	400.00	400.00
101.4111.1221	PERA	1,000.00	1,100.00
101.4111.1413	COUNCIL WC 1003-04	60.00	39.00
101.4111.2011	OFFICESUPPLIES	100.00.00	75.00.00
101.4111.3211	COMMUNICATIONS	1,500.00	1,500.00
101.4111.3212	COMPUTERS/IT	1,200.00	1,200.00
101.4111.3214	SOFTWARE & SUBSCRIPTIONS	7,000.00	8,000.00
101.4111.3311	TRAINING/TRAVEL/HOTEL	10,000.00	10,500.00
101.4111.4331	MISCELLANEOUS - DUES	500.00	500.00
101.4111.4371	COUNTY FEES/REAL ESTATE TAXES	500.00	400.00
101.4111.4381	UNIFORMS	500.00	400.00
		41,460.00	44,514.00

Acct#	Title	2024 Expense Budget	2025 Expense Budget
MAYOR			
101.4131.1011	SALARIES	7,200.00	7,200.00
101.4131.1191	PER DIEM	2,400.00	2,400.00
101.4131.1211	FICA	150.00	150.00
101.4131.1221	PERA	500.00	500.00
101.4131.1415	MAYOR WC 1003-04	50.00	30.00
101.4131.2011	OFFICESUPPLIES	75.00	50.00
101.4131.3211	COMMUNICATIONS	200.00	100.00
101.4131.3212	COMPUTERS/IT	200.00	500.00
101.4131.3214	SOFTWARE & SUBSCRIPTIONS	300.00	300.00
101.4131.3311	TRAINING/TRAVEL/HOTEL	2,200.00	2,300.00
101.4131.4331	MISCELLANEOUS - DUES	1,000.00	1,100.00
101.4131.4381	UNIFORMS	100.00	100.00
		14,375.00	14,730.00

ADMINISTRATION

To assist the general public with a variety of permitting, billing, and general information as it relates to the City. The department also manages the overall city budget, along with a variety of compliance with city, state, and federal laws. Services include business licensing, utility billing, media communications, park rentals, accounts payable/receivable, animal licensing, elections, human resources and payroll. This department also provides financial oversight to all departments within the City and implements policies approved by the City Council.

Staffing for this department includes a total of 7 full-time staff. Positions include the Administrative Associate, Utility Billing/Media Relations Coordinator, Accounting Clerk, City Clerk, Human Resource Generalist, Finance Director, and City Administrator.

RECENT ACCOMPLISHMENTS

- Resolved 46 snow/ice and 30 weed/grass complaints
- Issued 778 animal licenses
- Managed 50 park rentals for Community Park
- Hired 17 new employees, 1 retirement, rehired 11 seasonal, hired 9 new election judges, backgrounded 5 volunteers for Flowers for Waite Park and 29 RSVP volunteers for The Ledge.
- Processed 32 liquor licenses, 3 cannabinoid licenses, 3 hotel/motel licenses, and 21 massage licenses
- Completed annual audit with no deficiencies
- Updated city website and hiring software,
- Created employee wellness plan that continues to identify employee needs.

DEPARTMENT GOALS

- Oversees implementation of the Strategic Plan and other governing board policy directives.
- Maintain government records and provide administrative support to elected officials, departments, and staff.
- Oversees the financial operations of the City.
- Manages the hiring process, benefits, and wages of all employee positions.
- Provides training and development opportunities.
- Manages all mediums of communication with the public.
- Processes all licensing applications and monitors compliance.

UPCOMING PRIORITIES

- Implement personnel policies and complete pay equity report.
- Complete Laserfiche software Implementation and begin digital conversion.
- Update
- Implement new building permit software.
- Update data practices policies and centralize processes.
- Develop an electronic newsletter for the public to become more informed of city activities
- Develop additional wellness and engagement activities for all employees.
- Finalize city facility plans and determine operations plan during renovation and construction.

ADMINISTRATION DEPARTMENT 5 YEAR STAFFING PLAN

Position	2024	2025	2026	2027	2028	2029
City Administrator	1	1	1	1	1	1
Finance Director	1	1	1	1	1	1
Planning & Community Development Director	1	1	1	1	1	1
City Clerk	1	1	1	1	1	1
Payroll/HR Clerk	1	1	1	1	1	1
Utility Billing/Media Relations Coordinator	1	1	0	0	0	0
Administrative Associate	1	1	1	1	1	1
Administrative Bldg & Planning Associate	1	1	1	1	1	1
Accounting Clerk	1	1	1	1	1	1
<i>IT Technician</i>		1	1	1	1	1
<i>Utility Billing Clerk</i>			1	1	1	1
<i>Media Relations Coordinator</i>			1	1	1	1
<i>Payroll / Accounting Clerk</i>			11	1	1	1
			1	12	12	12
			1	1	0	0
			1	1	1	1
			12	0	0	0
				13	13	13

ADMINISTRATION BUDGET

EXPENSE BUDGET

Acct#	Title	2024 Expense Budget	2025 Expense Budget
CLERK- TREASURER			
101.4151.1011	SALARIES	540,000.00	587,000.00
101.4151.1021	OT FOR REGULAR EMPLOYEES	4,000.00	2,000.00
101.4151.1041	TEMPORARY EMPLOYEES	.00	.00
101.4151.1042	PT CLEANING - CITY HALL	.00	.00
101.4151.1066	HCSP PAYOUT	.00	.00
101.4151.1067	PAYMENT OF UNUSED SICK LEAVE	1,000.00	500.00
101.4151.1071	ADDITIONAL COMP TIME UNION	.00	.00
101.4151.1201	UNEMPLOYMENT	500.00	.00
101.4151.1211	FICA	42,000.00	45,000.00
101.4151.1221	PERA	41,500.00	44,500.00
101.4151.1311	HEALTH INSURANCE	160,200.00	173,000.00
101.4151.1331	DISABILITY INSURANCE	4,000.00	4,600.00
101.4151.1341	LIFE INSURANCE	1,100.00	900.00
101.4151.1411	WC & UNEMPLOYMENT COMP	2,800.00	3,658.00
101.4151.2011	OFFICE SUPPLIES	7,500.00	7,800.00
101.4151.2111	OPERATING SUPPLIES	2,000.00	1,500.00
101.4151.2121	GAS & OIL PURCHASES	.00	.00
101.4151.2211	REPAIR & MAINTENANCE SUPPLIES	1,000.00	800.00
101.4151.3051	PROF SERVICES - PHYSICALS	100.00	100.00
101.4151.3081	CONSULTANTS	4,000.00	2,000.00
101.4151.3099	PROFESSIONAL SERVICES - MISC	500.00	300.00
101.4151.3211	COMMUNICATIONS	7,000.00	6,000.00
101.4151.3212	COMPUTERS/IT	22,000.00	20,000.00
101.4151.3214	SOFTWARE & SUBSCRIPTIONS	35,800.00	47,363.00
101.4151.3311	TRAINING/TRAVEL/HOTEL	17,000.00	18,000.00
101.4151.3319	HEALTH & WELLNESS	2,000.00	2,000.00
101.4151.3400	PRINTING & BINDING	.00	.00
101.4151.3431	ADVERTISEMENTS	3,500.00	3,500.00
101.4151.3621	PROPERTY CASUALTY INSURANCE	2,200.00	2,350.00

EXPENSE BUDGET

Acct#	Title	2024 Expense Budget	2025 Expense Budget
101.4151.3711	REPAIR & MAINTENANCE	12,000.00	13,000.00
101.4151.3811	PUBLIC UTILITY SERVICES	2,200.00	2,200.00
101.4151.4131	RENTALS	1,500.00	1,464.00
101.4151.4321	FEES FOR WIRE TRANSFERS	1,000.00	1,000.00
101.4151.4325	FEES FOR ELECTRONIC TRANSACTIO	1,000.00	1,200.00
101.4151.4326	FEES FOR POSITIVE PAY	650.00	200.00
101.4151.4331	MISCELLANEOUS - DUES	17,000.00	16,500.00
101.4151.4332	MISCELLANEOUS	.00	.00
101.4151.4379	USE TAX	.00	.00
101.4151.4381	UNIFORMS	1,300.00	1,100.00
101.4151.4383	RUGS / TOWELS	100.00	100.00
101.4151.4384	SERVICE CONTRACT	6,000.00	7,500.00
101.4151.4385	FURNITURE	.00	.00
101.4151.4389	OTHER CONTRACTUAL SERVICES	26,000.00	20,000.00
101.4151.4711	REMIT REV COL OTHER AGENCIES	.00	.00
101.4151.4715	LOCAL ACCESS EXPENDITURES	38,000.00	36,300.00
101.4151.5811	EQUIPMENT	500.00	500.00
101.4151.5911	CAPITAL EXPENDITURES	3,000.00	2,500.00
		1,011,950.00	1,076,435.00

MISCELLANEOUS FUNDS

BUDGET

EXPENSE BUDGET

Acct#	Title	2024 Expense Budget	2025 Expense Budget
CIVIL SERVICE			
101.4135.1041	TEMPORARY EMPLOYEES	8,000.00	10,000.00
101.4135.1211	FICA	700.00	800.00
101.4135.2011	OFFICE SUPPLIES	.00	.00
101.4135.3214	SOFTWARE & SUBSCRIPTIONS	1,104.00	1,000.00
101.4135.3311	TRAINING/TRAVEL/HOTEL	300.00	200.00
101.4135.4389	OTHER CONTRACTUAL SERVICES	.00	.00
		10,104.00	12,000.00
ELECTIONS			
101.4141.1000	SALARIES	5,000.00	.00
101.4141.1041	TEMPORARY EMPLOYEES	17,500.00	.00
101.4141.1211	FICA	1,700.00	.00
101.4141.1221	PERA	375.00	.00
101.4141.2011	OFFICE SUPPLIES	500.00	.00
101.4141.3041	LEGAL SERVICES	.00	.00
101.4141.3311	TRAINING/TRAVEL/HOTEL	3,000.00	.00
101.4141.3431	ADVERTISEMENTS	250.00	.00
101.4141.3521	PRINTING & BINDING	100.00	.00
101.4141.3711	REPAIR & MAINTENANCE	.00	.00
101.4141.4131	RENTALS	7,500.00	9,450.00
101.4141.4389	OTHER CONTRACTUAL SERVICES	1,000.00	.00
101.4141.5811	EQUIPMENT	.00	.00
		36,925.00	9,450.00
ASSESSING			
101.4155.4389	OTHER CONTRACTUAL SERVICES	30,000.00	30,000.00
AUDIT			
101.4158.3011	ACCOUNTING & AUDITING	28,000.00	28,000.00
ATTORNEY			
101.4161.3041	LEGAL SERVICES	120,000.00	120,000.00
101.4161.3081	CONSULTANTS	.00	.00
		120,000.00	120,000.00

EXPENSE BUDGET

Acct#	Title	2024 Expense Budget	2025 Expense Budget
PUBLICATIONS			
101.4113.3521	PRINTING & BINDING	2,300.00	2,400.00
LAND ACQUISITION			
101.4921.5113	LAND - ROW	.00	.00
UNALLOCATED EXPENDITURES			
101.4931.1411	WC & UNEMPLOYMENT COMP	30,000.00	25,000.00
101.4931.3621	PROPERTY CASUALTY INSURANCE	40,000.00	40,000.00
		70,000.00	65,000.00
REFUNDS & REIMBURSEMENTS			
101.4980.4990	FULL FLEX REIMBURSEMENT	.00	.00
101.4981.4981	REFUNDS & REIMBURSEMENTS	500.00	300.00
101.4981.4985	TOWNSHIP TAX SETTLEMENT	20,000.00	.00
101.4985.4996	CASH SHORT	.00	.00
		20,500.00	300.00
101.4991.4995	SBG - CARES	.00	.00
101.4991.4999	MISCELLANEOUS	.00	.00
101.4999.7211	TRANSFERS OUT	.00	.00
		.00	.00

PLANNING & COMMUNITY DEVELOPMENT

The Planning and Community Development Department is responsible for application of the zoning ordinance relating to the physical built environment of the City as well as long-term planning efforts in concert with the adopted Comprehensive Plan. The department also facilitates promotion of economic development for both new and redevelopment opportunities to ensure the City is and remains a great place to live, work, and do business. This department staffs the planning commission and brings forward all applications to planning commission and city council for consideration. The department consists of the Planning and Community Development Director and also shares the Administrative Associate position with the Building and Code Enforcement Department.

DEPARTMENT GOALS

- Promote thoughtful and careful physical and economic growth and development within the City of Waite Park.
- Promote reasonable and cooperative application of applicable ordinances.
- Provide excellent service and open and honest communication for all customers.
- Coordinate with all City departments in a holistic approach to development that considers all facets of potential impacts for current and future City resources.

PERFORMANCE INDICATORS

- Coordinated with Building/Inspections for commercial new construction and commercial/industrial expansion work with \$49.6 million valuation.
- Processed thirteen land use applications through Planning Commission and/or City Council.
- Responded to seven DEED site development inquiries for industrial development.
- Provided enhanced information for 28 commercial/industrial development/redevelopment sites through MN DEED LASSO/LOIS economic development site selection program.

RECENT ACCOMPLISHMENTS

- Facilitated implementation of new Economic Development Authority (EDA) with levy funding.
- Finalized new extractive use (mining/quarrying) ordinance.
- Updating of City website for economic development and site availability mapping.
- Responses to five major industrial development inquiries submitted via MN Department of Employment and Economic Development (DEED) and/or Greater St. Cloud Development Corporation identifying and promoting several site options.
- Establishment of City use of LOIS and LASSO programs for economic development and site selection in coordination with MN DEED.
- Selection and budget established for building permitting software, including eventual online application portal.

UPCOMING PRIORITIES

- Overhaul of zoning ordinance, to be performed by staff as cost-savings measure.
- Establishment of “development working group” consisting of local partners in development (property owners, brokers, builders, etc.) to discuss and forward ways to enhance and promote Waite Park growth and development from outside viewpoints.
- Phased implantation of new building permitting software.
- Forwarding of city beautification/visual enhancement strategies.
- Increase coordination with partner organizations related to visibility of City for development opportunities, particularly in areas of entertainment, including approved fractional economic development position in partnership with Greater St. Cloud Development Corporation (GSDC).
- Staff focus on bolstering economic development knowledge, education and resource availability.

PLANNING & COMMUNITY DEPARTMENT BUDGET

EXPENSE BUDGET

Acct#	Title	2024 Expense Budget	2025 Expense Budget
PLANNING & ZONING			
101.4191.1011	SALARIES	118,500.00	126,000.00
101.4191.1211	FICA	9,100.00	10,000.00
101.4191.1221	PERA	9,000.00	9,500.00
101.4191.1311	HEALTH INSURANCE	31,230.00	31,000.00
101.4191.1331	DISABILITY INSURANCE	950.00	1,100.00
101.4191.1341	LIFE INSURANCE	200.00	200.00
101.4191.2000	OFFICE SUPPLIES/POSTAGE	150.00	.00
101.4191.2100	OPERATING SUPPLIES	100.00	.00
101.4191.3051	PROF SERVICES - PHYSICALS	.00	.00
101.4191.3081	CONSULTANTS	15,000.00	50,000.00
101.4191.3211	COMMUNICATIONS	1,000.00	1,500.00
101.4191.3212	COMPUTERS/IT	1,000.00	1,500.00
101.4191.3214	SOFTWARE & SUBSCRIPTIONS	3,100.00	2,200.00
101.4191.3311	TRAINING/TRAVEL/HOTEL	1,000.00	2,000.00
101.4191.4381	UNIFORMS	200.00	200.00
101.4191.4389	OTHER CONTRACTUAL SERVICES	500.00	500.00
101.4191.4999	MISCELLANEOUS	18,000.00	20,000.00
101.4191.5811	EQUIPMENT	500.00	500.00
101.4191.5911	CAPITAL EXPENDITURES	500.00	500.00
		210,030.00	256,700.00

BUILDING DEPARTMENT

Building and Inspections assures compliance with code requirements set forth by the State of Minnesota to safeguard the public health, general welfare and safety, and serve to protect life and property from fire and other hazards attributed to the built environment. The department strives to apply necessary compliance measures in a reasonable and fair manner and to build and maintain good working relationships with all involved parties.

The City of Waite Park contracts with Code Consulting Professionals, LLC to provide building and inspections to the City of Waite Park. The company employs three building inspectors to provide this service. The city also employs an Administrative Associate to assist the company in providing these services.

DEPARTMENT GOALS

- Promote reasonable and cooperative application of applicable building and safety codes for City residents and businesses.
- Provide excellent customer service and timely and honest communications to residents, business, and construction requests and issues.
- Be a collaborative and proactive partner in forwarding and improving upon the physical environment of the City.

PERFORMANCE INDICATORS

- As of mid-November, total 447 permits processed with \$64.2 million valuation - \$496,090 in permit fees collected, \$130,443 in plan review fees.
- 231 Rental Inspections performed.
- 607 Building Inspections performed.

RECENT ACCOMPLISHMENTS

- Coordination with staff regarding building permit software update and implementation strategies.
- Enhanced interagency coordination with other applicable regulatory agencies (County, MN DHS, etc.) to streamline review processes and timelines.

UPCOMING PRIORITIES

- Enhanced enforcement of problem rental properties.
- Coordination and implementation of new permit software system.
- Consider opportunities to focus on properties with repeat calls for service to lessen need for City responses and associated expense.
- Work with staff to reduce language barriers and improve upon multi-language information availability.

BUILDING INSPECTIONS DEPARTMENT

EXPENSE BUDGET

PROTECTIVE INSPECTIONS

101.4241.1011	SALARIES	59,500.00	63,000.00
101.4241.1021	OT FOR REGULAR EMPLOYEES	500.00	400.00
101.4241.1067	PAYMENT OF UNUSED SICK LEAVE	.00	.00
101.4241.1071	ADDITIONAL COMP TIME UNION	.00	.00
101.4241.1211	FICA	4,600.00	4,800.00
101.4241.1221	PERA	4,500.00	4,700.00
101.4241.1311	HEALTH INSURANCE	31,160.00	32,000.00
101.4241.1331	DISABILITY INSURANCE	500.00	600.00
101.4241.1341	LIFE INSURANCE	175.00	175.00
101.4241.1411	WC & UNEMPLOYMENT COMP	4,800.00	3,835.00
101.4241.2011	OFFICE SUPPLIES	2,700.00	2,000.00
101.4241.2111	OPERATING SUPPLIES	130.00	150.00
101.4241.2121	GAS & OIL PURCHASES	400.00	400.00
101.4241.2211	REPAIR & MAINTENANCE SUPPLIES	200.00	200.00
101.4241.3041	LEGAL SERVICES	.00	.00
101.4241.3211	COMMUNICATIONS	3,400.00	3,000.00
101.4241.3212	COMPUTERS/IT	1,000.00	2,000.00
101.4241.3214	SOFTWARE & SUBSCRIPTIONS	400.00	5,000.00
101.4241.3300	ADVERTISEMENTS	.00	.00
101.4241.3311	TRAINING/TRAVEL/HOTEL	100.00	200.00
101.4241.3621	PROPERTY CASUALTY INSURANCE	500.00	500.00
101.4241.3711	REPAIR & MAINTENANCE	100.00	1,000.00
101.4241.3811	PUBLIC UTILITY SERVICES	500.00	500.00
101.4241.4331	MISCELLANEOUS - DUES	300.00	200.00
101.4241.4381	UNIFORMS	200.00	200.00
101.4241.4384	SERVICE CONTRACT	2,000.00	2,000.00
101.4241.4385	FURNITURE	.00	.00
101.4241.4388	FEES PAID TO ELECTRICAL INSP	25,000.00	25,000.00
101.4241.4389	OTHER CONTRACTUAL SERVICES	160,000.00	171,100.00
101.4241.4711	REMIT REV COL OTHER AGENCIES	12,000.00	12,000.00
101.4241.4825	USE TAX	.00	100.00
101.4241.4981	REFUNDS & REIMBURSEMENTS	1,000.00	1,500.00
101.4241.5811	EQUIPMENT	10,000.00	.00
101.4241.5911	CAPITAL EXPENDITURES	1,000.00	.00
		326,665.00	336,560.00

PUBLIC WORKS DEPARTMENT

The Public Works Department is dedicated to the health, safety and welfare of the citizens and visitors of Waite Park, by effectively and efficiently delivering City services. We pride ourselves on developing and maintaining City infrastructure, including but not limited to parks, streets, water and sewer systems, refuse collection, public buildings, vehicles and equipment, as well as providing engineering services for public improvement projects, while preserving and enhancing the City for future generations.

DEPARTMENT GOALS

- Be known for our responsiveness, reliability, and dedication to our citizens and visitors of the community
- Be recognized as leaders in infrastructure maintenance
- Provide safe clean drinking water
- Maintain City parks and facilities to the highest degree

RECENT ACCOMPLISHMENTS

- Hiring Mechanic Foreman, Public Works Technician and a Mechanic.
- Completed street rehab projects.
- Maintaining our bituminous maintenance plan.
- Continued work with the architect for public safety facility and city hall renovation/expansion.
- Instituted our equipment asset management program and GPS program.

UPCOMING PRIORITIES

- Finish design for Public Safety Facility.
- Find funding for bituminous maintenance plan.
- Create a beautification plan for City.
- Complete Rivers Edge Park - Final design phase.
- Find funding to complete Rivers Edge Park - Final phase.
- Complete Capital Equipment plan.
- Hiring of the part-time Administrative Assistant position.
- Succession planning for Public Works Director retirement.

PUBLIC WORKS 5-YEAR STAFFING PLAN

PUBLIC WORKS

Position	2024	2025	2026	2027	2028	2029
PW Director	1	1	1	1	1	1
PW Supervisor	2	2	2	2	2	2
Water Resources Technician	0	TBD	TBD	TBD	TBD	TBD
Total Full Time PW Non Union	3	3	3	3	3	3
Increase FT From Previous Year	-1	0	0	0	0	0

Streets, Parks & Utilities

Mechanic Foreman	1	1	1	1	1	1
Utility Operator	3	3	3	3	3	3
Public Works Technician	7	7	8	8	8	8
Mechanic	1	1	1	1	1	1
Total Full Time PW Employees	12	12	13	13	13	13
Increase FT From Previous Year	1	0	1	0	0	0
Part Time PW Employees	4	4	4	4	4	4
Admin Staff - PT	0	1	1	1	1	1
Temporary PW Employees	3	3	3	3	3	3
Total PT/Temporary Employees	7	8	8	8	8	8
Increase PT/Temporary From Previous Year	0	1	0	0	0	0

Ledge

Facility Events Supervisor	1	1	1	1	1	1
Total Full Time Ledge Employees	1	1	1	1	1	1
Increase FT From Previous Year	0	0	0	0	0	0

Public Works Grand Totals

Total Full Time PW Employees	16	16	17	17	17	17
PW Increase FT From Previous Year	0	0	1	0	0	0
Total PT/Temporary Employees	7	8	8	8	8	8
PW Increase PT/Temporary From Previous Year	0	1	2	3	4	5
Total PW Employees	23	24	25	25	25	25
Possible Retirements			X			

EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
GENERAL GOVERNMENT BUILDINGS			
101.4194.1011	SALARIES	76,285.00	94,000.00
101.4194.1021	OT FOR REGULAR EMPLOYEES	2,100.00	2,000.00
101.4194.1041	TEMPORARY EMPLOYEES	.00	.00
101.4194.1042	PT CLEANING - CITY HALL	18,900.00	22,000.00
101.4194.1043	PT CLEANING - PUBLIC WORKS	5,775.00	6,000.00
101.4194.1067	PAYMENT OF UNUSED SICK LEAVE	.00	.00
101.4194.1072	ON CALL TIME PER UNION	1,800.00	.00
101.4194.1075	SAFETY TRAINING	4,000.00	4,500.00
101.4194.1211	FICA	8,400.00	8,000.00
101.4194.1221	PERA	8,400.00	8,200.00
101.4194.1311	HEALTH INSURANCE	32,550.00	37,000.00
101.4194.1331	DISABILITY INSURANCE	740.00	800.00
101.4194.1341	LIFE INSURANCE	210.00	200.00
101.4194.2011	OFFICE SUPPLIES	275.00	150.00
101.4194.2111	OPERATING SUPPLIES	100.00	.00
101.4194.2121	GAS & OIL PURCHASES	1,000.00	1,050.00
101.4194.2171	SAFETY	1,500.00	1,500.00
101.4194.2211	REPAIR & MAINTENANCE SUPPLIE	25,000.00	25,000.00
101.4194.3211	COMMUNICATIONS	4,000.00	4,000.00
101.4194.3212	COMPUTERS/IT	.00	.00
101.4194.3214	SOFTWARE & SUBSCRIPTIONS	11,000.00	11,000.00
101.4194.3311	TRAINING/TRAVEL/HOTEL	200.00	200.00
101.4194.3621	PROPERTY CASUALTY INSURANCE	7,875.00	5,400.00
101.4194.3710	REPAIR/BLDGS	.00	.00
101.4194.3711	REPAIR & MAINTENANCE	30,000.00	30,000.00
101.4194.3811	PUBLIC UTILITY SERVICES	18,400.00	19,300.00
101.4194.4131	RENTALS	.00	.00
101.4194.4331	MISCELLANEOUS - DUES	200.00	200.00
101.4194.4383	RUGS / TOWELS	300.00	350.00
101.4194.4384	SERVICE CONTRACT	12,000.00	15,000.00
101.4194.4385	FURNITURE	.00	.00
101.4194.5711	BUILDING IMPROVEMENTS	100,000.00	50,000.00
101.4194.5811	EQUIPMENT	.00	.00
101.4194.5911	CAPITAL EXPENDITURES	.00	.00
		371,010.00	345,850.00

EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
LIBRARY			
101.4196.1011	SALARIES	2,100.00	2,100.00
101.4196.1021	OT FOR REGULAR EMPLOYEES	200.00	.00
101.4196.1041	TEMPORARY EMPLOYEES	.00	.00
101.4196.1042	PT CLEANING - LIBRARY	5,775.00	6,000.00
101.4196.1211	FICA	735.00	700.00
101.4196.1221	PERA	105.00	700.00
101.4196.1411	WC & UNEMPLOYMENT COMP	288.00	885.00
101.4196.1500	HEALTH INSURANCE	.00	.00
101.4196.1510	DISABILITY INS & OTHERS	.00	.00
101.4196.1520	LIFE INSURANCE	.00	.00
101.4196.2011	OFFICE SUPPLIES	.00	.00
101.4196.2211	REPAIR & MAINTENANCE SUPPLIES	1,500.00	1,500.00
101.4196.3211	COMMUNICATIONS	1,400.00	1,400.00
101.4196.3621	PROPERTY CASUALTY INSURANCE	3,150.00	3,700.00
101.4196.3711	REPAIR & MAINTENANCE	4,000.00	4,000.00
101.4196.3811	PUBLIC UTILITY SERVICES	9,200.00	8,000.00
101.4196.4383	RUGS / TOWELS	650.00	750.00
101.4196.4384	SERVICE CONTRACT	700.00	700.00
101.4196.4385	FURNITURE	.00	.00
101.4196.5711	BUILDING IMPROVEMENTS	.00	.00
101.4196.5811	EQUIPMENT	.00	.00
		29,803.00	30,435.00

EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
ANIMAL CONTROL			
101.4271.1011	SALARIES	840.00	1,000.00
101.4271.1021	OT FOR REGULAR EMPLOYEES	1,050.00	500.00
101.4271.1211	FICA	105.00	105.00
101.4271.1221	PERA	105.00	105.00
101.4271.2211	REPAIR & MAINTENANCE SUPPLIES	500.00	500.00
101.4271.4389	OTHER CONTRACTUAL SERVICES	2,000.00	3,000.00
101.4271.4711	REMIT REV COL OTHER AGENCIES	.00	.00
101.4271.4825	USE TAX	.00	.00
101.4271.4981	REFUNDS & REIMBURSEMENTS	.00	.00
		4,600.00	5,210.00
ENGINEERING			
101.4311.3031	CONSULTANTS-ENGINEERING	20,000.00	20,000.00
101.4311.3032	GENERAL ENGINEERING	90,000.00	90,000.00
101.4311.4331	MISCELLANEOUS - DUES	.00	.00
101.4311.5311	CONSTRUCTION COSTS - CIP/GF	900,000.0	1,000,000.0
101.4311.5312	CONSTRUCTION COSTS - CIP/S TAX	0 .00 .00	0
101.4311.5313	CONSTRUCTION COSTS - CIP/MSA		715,000.00.
		1,010,000.00	1,825,000.00

Paid by Regional Sales Tax

EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
PUBLIC WORKS			
101.4312.1011	SALARIES	458,325.00	593,000.00
101.4312.1021	OT FOR REGULAR EMPLOYEES	10,500.00	9,000.00
101.4312.1029	OT FOR TEMP EMPLOYEES	.00	.00
101.4312.1041	TEMPORARY EMPLOYEES	5,000.00	8,000.00
101.4312.1042	PART-TIME EMPLOYEES	10,000.00	14,000.00
101.4312.1063	PAY OF ACC VAC UPON RETIRE	.00	.00
101.4312.1066	HCSP PAYOUT	6,500.00	20,000.00
101.4312.1067	PAYMENT OF UNUSED SICK LEAVE	.00	.00
101.4312.1071	ADDITIONAL COMP TIME UNION	.00	.00
101.4312.1072	ON CALL TIME PER UNION	13,650.00	16,000.00
101.4312.1201	UNEMPLOYMENT	.00	.00
101.4312.1211	FICA	36,750.00	48,000.00
101.4312.1221	PERA	36,225.00	45,000.00
101.4312.1311	HEALTH INSURANCE	210,000.00	205,000.00
101.4312.1331	DISABILITY INSURNACE	4,150.00	4,900.00
101.4312.1341	LIFE INSURANCE	900.00	900.00
101.4312.1411	WC & UNEMPLOYMENT COMP	63,000.00	82,600.00
101.4312.2011	OFFICE SUPPLIES	6,000.00	5,000.00
101.4312.2111	OPERATING SUPPLIES	500.00	.00
101.4312.2121	GAS & OIL PURCHASES	42,630.00	44,500.00
101.4312.2171	SAFETY	4,000.00	4,000.00
101.4312.2211	REPAIR & MAINTENANCE SUPPLIES	70,770.00	80,000.00
101.4312.2241	REPAIR & MAINT SUPP - STREETS	42,000.00	75,000.00
101.4312.2289	HAZARDOUS WASTES	200.00	500.00
101.4312.3051	PROF SERVICES - PHYSICALS	3,000.00	3,000.00
101.4312.3211	COMMUNICATIONS	16,800.00	17,000.00
101.4312.3212	COMPUTERS/IT	5,000.00	10,000.00
101.4312.3214	SOFTWARE & SUBSCRIPTIONS	3,000.00	8,200.00
101.4312.3311	TRAINING/TRAVEL/HOTEL	6,000.00	6,000.00
101.4312.3431	ADVERTISEMENTS	1,000.00	2,000.00
101.4312.3621	PROPERTY CASUALTY INSURANCE	36,750.00	40,000.00
101.4312.3711	REPAIR & MAINTENANCE	42,240.00	45,000.00
101.4312.3731	REPAIR & MAINTENANCE - STREETS	100,000.00	20,000.00
101.4312.3811	PUBLIC UTILITY SERVICES	86,250.00	86,250.00
101.4312.4131	RENTALS	3,000.00	35,000.00
101.4312.4331	MISCELLANEOUS - DUES	500.00	1,500.00
101.4312.4381	UNIFORMS	4,000.00	5,000.00
101.4312.4383	RUGS / TOWELS	840.00	850.00
101.4312.4384	SERVICE CONTRACT	6,300.00	7,000.00
101.4312.4385	FURNITURE	.00	.00
101.4312.4825	USE TAX	.00	.00
101.4312.5811	EQUIPMENT CAPITAL	.00	.00
101.4312.5911	EXPENDITURES	400,000.00	219,000.00
101.4312.5920	UNANTICIPATED EXPENSES	.00	.00
		1,735,780.00	1,761,200.00

EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
SNOW & ICE			
101.4313.1011	SALARIES	42,000.00	48,000.00
101.4313.1021	OT FOR REGULAR EMPLOYEES	21,000.00	21,000.00
101.4313.1072	ON CALL TIME PER UNION	1,000.00	5,000.00
101.4313.1211	FICA	3,675.00	5,200.00
101.4313.1221	PERA	3,570.00	5,200.00
101.4313.1311	HEALTH INSURANCE	16,800.00	17,000.00
101.4313.1331	DISABILITY INSURANCE	735.00	500.00
101.4313.1341	LIFE INSURANCE	210.00	150.00
101.4313.2211	REPAIR & MAINTENANCE SUPPLIES	138,000.00	138,000.00
101.4313.2281	REPAIR & MAINT - IRON	5,000.00	5,000.00
101.4313.3711	REPAIR & MAINTENANCE	2,000.00	2,000.00
		233,990.00	247,050.00
TRAFFIC SIGNS/SIGNALS/MARKINGS			
101.4316.1011	SALARIES	14,700.00	15,000.00
101.4316.1211	FICA	1,155.00	700.00
101.4316.1221	PERA	1,155.00	700.00
101.4316.2211	REPAIR & MAINTENANCE SUPPLIES	25,000.00	35,000.00
101.4316.3711	REPAIR AND MAINTENANCE	35,000.00	35,000.00
101.4316.3811	PUBLIC UTILITY SERVICES	8,800.00	10,000.00
101.4316.5811	EQUIPMENT	.00	.00
		85,810.00	96,400.00

EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
STREET LIGHTING			
101.4317.1011	SALARIES	735.00	1,500.00
101.4317.1211	FICA	79.00	50.00
101.4317.1221	PERA	79.00	50.00
101.4317.2211	REPAIR & MAINTENANCE SUPPLIES	5,000.00	1,000.00
101.4317.3621	PROPERTY CASUALTY INSURANCE	.00	.00
101.4317.3711	REPAIR & MAINTENANCE	6,000.00	6,000.00
101.4317.3811	PUBLIC UTILITY SERVICES	110,000.00	115,000.00
101.4317.5911	CAPITAL EXPENDITURES	.00	24,000.00
101.4317.5920	UNANTICIPATED EXPENSES	.00	.00
		121,893.00	147,600.00
WASTE COLLECTION/ DISPOSAL			
101.4323.1041	TEMPORARY EMPLOYEES	.00	.00
101.4323.1211	FICA	.00	.00
101.4323.2211	REPAIR & MAINTENANCE SUPPLIES	.00	.00
101.4323.3521	PRINTING & BINDING	2,500.00	2,000.00
101.4323.4389	OTHER CONTRACTUAL SERVICES	501,760.00	516,300.00
		504,260.00	518,300.00
BRUSH COLLECTION			
101.4325.1011	SALARIES	17,850.00	17,000.00
101.4325.1041	TEMPORARY EMPLOYEES	2,000.00	1,000.00
101.4325.1211	FICA	1,575.00	1,530.00
101.4325.1221	PERA	1,522.00	1,500.00
101.4325.1042	PART-TIME EMPLOYEES	.00	2,000.00
101.4325.3711	REPAIR & MAINTENANCE	.00	10,000.00
		22,947.00	33,030.00

EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
WEED CONTROL/ MOWING			
101.4327.1011	SALARIES	8,925.00	10,000.00
101.4327.1042	PART-TIME - MOWING	14,000.00	18,000.00
101.4327.1211	FICA	1,735.00	2,200.00
101.4327.1221	PERA	1,683.00	2,200.00
101.4327.2211	REPAIR & MAINTENANCE SUPPLIES	15,000.00	15,000.00
101.4327.3311	TRAINING/TRAVEL/HOTEL	200.00	200.00
101.4327.3711	REPAIR & MAINTENANCE	5,000.00	5,000.00
101.4327.4389	OTHER CONTRACTUAL SERVICES	300.00	1,000.00
		46,843.00	53,600.00
TREE TRIMMING			
101.4328.1011	SALARIES	.00	7,000.00
101.4328.1211	FICA	.00	150.00
101.4328.1221	PERA	.00	150.00
101.4328.3711	REPAIR & MAINTENANCE	6,000.00	6,000.00
101.4328.4999	MISCELLANEOUS	.00	.00
		6,000.00	13,300.00

EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
PARKS			
101.4552.1011	SALARIES	110,250.00	176,000.00
101.4552.1021	OT FOR REGULAR EMPLOYEES	1,500.00	1,500.00
101.4552.1029	OT FOR TEMP EMPLOYEES	.00	.00
101.4552.1041	TEMP EMPLOYEES - PARK BOARD	1,500.00	1,500.00
101.4552.1042	PART-TIME EMPLOYEES	16,000.00	19,000.00
101.4552.1045	TEMP EMPLOYEES - PARKS	3,000.00	2,000.00
101.4552.1046	TEMP EMPLOYEES - SKATING	.00	.00
101.4552.1047	TEMP - PARKS - MOWING	3,000.00	2,000.00
101.4552.1048	TEMP-PARKS-LANDSCAPE COORD	13,650.00	14,100.00
101.4552.1067	PAYMENT OF UNUSED SICK LEAVE	.00	.00
101.4552.1072	ON CALL TIME PER UNION	.00	4,500.00
101.4552.1211	FICA	12,550.00	15,500.00
101.4552.1221	PERA	11,340.00	15,500.00
101.4552.1311	HEALTH INSURANCE	58,500.00	60,000.00
101.4552.1331	DISABILITY INSURANCE	1,170.00	1,500.00
101.4552.1341	LIFE INSURANCE	315.00	300.00
101.4552.1411	WC & WORKERS COMP	2,100.00	4,130.00
101.4552.2111	OPERATING SUPPLIES	100.00	.00
101.4552.2121	GAS & OIL PURCHASES	8,715.00	9,000.00
101.4552.2211	REPAIR & MAINTENANCE SUPPLIES	25,000.00	25,000.00
101.4552.2295	BEAUTIFICATION PROJECT SUPPLIE	35,000.00	35,000.00
101.4552.3211	COMMUNICATIONS	3,000.00	3,000.00
101.4552.3311	TRAINING/TRAVEL/HOTEL	1,000.00	2,000.00
101.4552.3431	ADVERTISEMENTS	500.00	500.00
101.4552.3621	PROPERTY CASUALTY INSURANCE	63,000.00	55,000.00
101.4552.3711	REPAIR & MAINTENANCE	25,000.00	25,000.00
101.4552.3811	PUBLIC UTILITY SERVICES	84,000.00	105,000.00
101.4552.4131	RENTALS	500.00	500.00
101.4552.4331	MISCELLANEOUS - DUES	800.00	800.00
101.4552.4383	RUGS / TOWELS	100.00	100.00
101.4552.4385	FURNITURE	.00	.00
101.4552.4389	OTHER CONTRACTUAL SERVICES	1,000.00	2,000.00
101.4552.4711	REMITTANCE REV COL OTHER AG	400.00	400.00
101.4552.4825	USE TAX	.00	.00
101.4552.4981	REFUNDS & REIMBURSEMENTS	300.00	300.00
101.4552.5711	BUILDING IMPROVEMENTS	.00	.00
101.4552.5811	EQUIPMENT	.00	.00
101.4552.5911	CAPITAL EXPENDITURES	.00	.00
101.4552.5920	UNANTICIPATED EXPENSES	.00	.00
		483,290.00	581,130.00

EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
SPLASH PAD			
101.4554.1011	SALARIES	8,925.00	8,500.00
101.4554.1021	OT FOR REGULAR EMPLOYEES	1,050.00	1,800.00
101.4554.1041	TEMPORARY EMPLOYEES	500.00	.00
101.4554.1211	FICA	840.00	750.00
101.4554.1221	PERA	788.00	750.00
101.4554.2211	REPAIR & MAINTENANCE SUPPLIES	7,000.00	7,000.00
101.4554.3311	TRAINING/TRAVEL/HOTEL	600.00	600.00
101.4554.3711	REPAIR & MAINTENANCE	10,000.00	10,000.00
101.4554.3811	PUBLIC UTILITY SERVICES	12,650.00	15,000.00
101.4554.4331	MISCELLANEOUS - DUES	400.00	400.00
101.4554.4825	USE TAX	.00	.00
101.4554.5911	CAPITAL EXPENDITURES	.00	.00
		42,753.00	44,800.00

Area Ranking	Age	Street	From - To	Overlay Cost	General Fund	Sales Tax	MSA	Year	Targets		
3.00	29	Great Oak Drive	3rd Street North to 10th Avenue North	\$540,000		\$540,000		2025	2025 Targets: General Fund \$1,000,000 Sales Tax \$700,000		
2.00	24	2nd Street North	10th Avenue North to 13th Avenue North	\$315,000		\$315,000					
	24	11th Avenue North	1st Street North to 3rd Street North	\$415,000	\$830,000						
	24	12th Avenue North	1st Street North to 3rd Street North	\$415,000	\$110,000						
3.00	25	Alley K	Between Division & 1st and 11th & 10th	\$110,000	\$135,000						
3.00	25	Alley A	Tee Alley - between 13th Avenue North & 12th Avenue North	\$135,000	\$110,000						
3.00	25	Alley C	Between Division & 1st and 13th & 12th	\$110,000							
		Old Waite Park-West of 10th	Total Area	\$800,000							
				Subtotal		\$4,405,000	\$0			\$2,040,000	

Area Ranking	Age	Street	From - To	Overlay Cost	General Fund	Sales Tax	MSA	Year	Target
2.00	28	Trail	Lions Park	\$192,000		\$192,000		2026	2026 Targets: General Fund \$1,100,000 Sales Tax \$700,000
3.00	25	Sundial Drive	2nd Avenue South to 10th Avenue South	\$425,000		\$425,000			
2.00	24	24th Avenue South	Division Street to 2nd Street South	\$135,000	\$625,000				
	24	Frontage Road South	20th Avenue South to 24th Avenue South	\$300,000					
	24	2nd Street South	24th Avenue South to 28th Avenue South	\$190,000					
		Mills / Callans	Total Area	\$625,000					
2.00	25	Alley AB	Between FC & 2nd and 5th & 4th	\$100,000	\$100,000				
2.00	25	Alley V	Tee Alley- Between 7th Avenue North & 6th Avenue North	\$135,000	\$135,000				
3.00	25	Alley T	Between 1st & 2nd and 8th & 7th	\$110,000	\$110,000				
4.00	22	Alley R	Between FB & 1st Street North and 9th & 8th	\$115,000	\$115,000				
				Subtotal		\$617,000	\$0	\$1,702,000	

Area Ranking	Age	Street	From - To	Overlay Cost	General Fund	Sales Tax	MSA	Year	Targets
2.00	39	40th St S	County Road 6 to End	\$140,000	\$140,000			2027	2027 Targets: General Fund \$1,200,00 0 Sales Tax \$700,000
3.00	29	2nd Street North	10th Avenue North to 2th Avenue North	\$800,000		\$800,000			
3.00	21	6th Avenue North	3rd Street North to Charlies Way	\$45,000					
	40	Charlies Way	6th Avenue North to 4th Avenue North	\$110,000					
30	30	4th Avenue North	3rd Street North to Charlies Way	\$45,000					
		Charlies Way	Total Area	\$200,000	\$200,000				
3.00	21	3rd Ave South (La casita)	1st Street South to End	\$36,000	\$36,000				
3.00	20	Dundee Lane	2nd Ave South to Aberdeen Drive	\$40,000	\$40,000				
3.50	40	Cherry Street North	Waite Avenue North to 1st Avenue North	\$84,000					
	46	Maple St N	Waite Avenue North to 1st Avenue North	\$48,000					
		Oakdale	Total Area	\$132,000	\$132,000				
	29	1st Ave North	Division Street to Frontage Road - (Pavement)	\$132,000					
4.00	65	1st Ave North	Division Street to 2nd Ave (Utilities)	\$1,110,000	\$1,302,000				
	22	Alley P	Tee Alley - between 3th Avenue North & 8th Avenue North	\$135,000	\$135,000				
4.50	24	3rd Avenue Northeast	3rd St Northeast to End	\$105,000					
	24	3 1/2 Street Northeast	2nd Avenue NE to 4th Avenue NE	\$80,000					
	24	2nd Avenue Northeast	3rd Street Northeast to End	\$80,000					
	24	4th Avenue Northeast	3rd Street Northeast to End	\$125,000					
	24	4th Street Northeast	3rd Avenue NE to End	\$55,000					
			Northeast	Total Area	\$445,000	\$445,000			
			Subtotal		\$1,128,000	\$800,000	\$1,928,000		

Area Ranking	Age	Street	From - To	Overlay Cost	General Fund	Sales Tax	MSA	Year	Targets
4.00	29	Willow Creek Drive	2nd Avenue to CR 137	\$415,000				2028	2028 Targets: General Fund \$1,300,000 0 Sales Tax \$700,000
	29	Willow Grove Circle	Willow Creek Drive to Willow Creek Drive	\$180,000					
	29	Willow View Circle	Willow Creek Drive to Willow Creek Drive	\$285,000					
	29	Willow View Lane	Willow Creek Drive to Willow Creek Drive	\$150,000					
		Willow Creek	Total Area	\$1,010,000	\$1,010,000	\$415,000			
5.50	30	Waite Avenue North	1st Street North to 3rd Street North	\$412,500			\$0	\$1,425,000	
			Subtotal		\$1,010,000	\$415,000	\$0		
Area Ranking	Age	Street	From - To	Overlay Cost	General Fund	Sales Tax	MSA	Year	Targets
4.50	26	Diamond Willow Circle	Willow Pond Drive to Willow Pond Drive	\$235,000				2029	2029 Targets: General Fund \$1,400,000 0 Sales Tax \$700,000
	26	Willow Pond Drive	2nd Avenue South to 2nd Avenue South	\$815,000					
	26	Willow Run Court	Willow Pond Drive to End	\$88,000					
	26	Weeping Willow Circle	Willow Pond Drive to End	\$140,000					
		Willow Pond	Total Area	\$1,278,000	\$1,300,000				
5.00	40	Old Hwy Rd	Bel Clare Drive to South End	\$450,000	\$450,000				
5.50	37	Bel Clare Drive	CR 137 to Hwy 23	\$468,000			\$470,000		
5.50	21	6th Avenue North	Division Street to 3rd Street North	\$585,000		\$585,000			
			Subtotal		\$1,750,000	\$585,000	\$470,000	\$2,805,000	

Area Ranking	Age	Street	From - To	Overlay Cost	General Fund	Sales Tax	MSA	Year	Targets
3.00	16	28th Ave S	County Road 137 to 7th Street South	\$1,050,000	\$750,000	\$300,000		2030	2030 Targets: General Fund \$1,500,000 0 Sales Tax \$700,000
4.00	28	Trail	Rock Island Park	\$300,000		\$300,000			
4.00	12	Alley Y	Tee Alley - between 6th Avenue North & 5th Avenue North	\$135,000	\$186,500				
4.00	30	Alley AE	Tee Alley - between 3rd Avenue North & 2nd Avenue North	\$135,000	\$135,000				
5.00	24	Alley AG	Between 3rd Street North & 2 1/2 Street North and 2nd & 1st Ave	\$120,000	\$120,000				
			Subtotal		\$1,191,500	\$600,000	\$0	\$1,791,500	
			6 Year Totals		\$7,349,500	\$3,872,000	\$470,000	\$11,777,500	

Delayed Projects									
Area Ranking	Age	Street	From - To	Overlay Cost	General Fund	Sales Tax	MSA	Year	Targets
1.00	44	Rivers Edge North Park	Pickleball parking lot	\$380,000		\$380,000			Delayed: Add to Fetere Rivers Edge Project
2.00	45	Maple St N	White Avenue North to 1st Avenue North East	\$36,000	\$36,000				Delayed: Determining Fetere Use of Crossroads Mall
3.00	28	Great Oak Drive	10th Avenue North to End	\$210,000		\$210,000			Delayed: Add to Fetere Rivers Edge Project
3.00	41	Parking Lot	Old Piv Building 602	\$280,500	\$280,500				Delayed
4.00	N/A	Alley AM	By Crooked Pit	\$45,000	\$45,000				Delayed: Determining Tearing Back to Property Owners
4.00	24	Parking Lot	Community Park	\$100,000		\$100,000			Delayed: Add to Fetere Rivers Edge Project
5.00	32	Parking Lot	City Hall South - Original	\$123,500		\$123,500			Delayed: Determining City Hall Fetere Use-Facility Study
5.00	27	Parking Lot	Rivers Edge Park (North)	\$300,000		\$300,000			Delayed: Add to Fetere Rivers Edge Project
Delayed Total					\$361,500	\$1,113,500	\$0		\$1,475,000

Full Reconstruction With Utilities									
Area Ranking	Age	Street	From - To	Overlay Cost	General Fund	Sales Tax	MSA	Year	Targets
1.00	39	23rd Avenue South	Co Rd 137 to End of 12th St \$ (Utilities)	\$500,000		\$500,000			
	39	23rd Avenue South	Co Rd 137 to End of 12th St \$ (Utilities)	\$1700,000	1700000				
	39	23rd Ave South	Co Rd 137 to End of 12th St \$ (Pavement)	\$325,000	325000				
		Molitor	Total Area	\$2,525,000					
3.00	40	12th Avenue South	Division Street to Frontage Road	\$890,000					
	40	13th Avenue South	Division Street to Frontage Road	\$890,000					
	40	11th Avenue South	Division Street to Frontage Road	\$890,000					
		Stieckerville	Total Area	\$2,670,000	\$2,670,000				
7.00	35	1st Street South	33rd Avenue South to 28th Avenue South	\$600,000		\$600,000			
	35	1st Street South	33rd Avenue South to 28th Avenue South	\$1,200,000	\$1,200,000				
Grand Total of Reconstructs					\$4,195,000	\$600,000	\$0		\$4,795,000

Unfunded Projects

Area Ranking	Age	Street	From - To	Overlay Cost	General Fund	Sales Tax	MSA	Year	Targets
4.00	43	Parking Lot	Library Parking Lot	\$75,000	\$75,000				
5.00	17	36th Ave S	Hwy 23 to South End	\$50,000					
5.00	10	4th Street South	17th Ave South to West End	\$205,000	\$205,000				
5.00	15	Trail	Rivers Edge North	\$187,500		\$787,500			
5.00	22	Alley O	Between FB & 1st Street North and 10th & 8th	\$110,000	\$110,000				
5.00	7	Alley E	Toe Alley - between 12th Avenue North & 1th Avenue North	\$135,000	\$135,000				
5.00	17	Alley AJ	MCI	\$135,000	\$135,000				
5.00	20	Alley B	Between 1st & 2nd and 13th & 12th	\$120,000	\$120,000				
5.00	23	Frontage Road FD	5th Avenue North to 2nd Avenue North	\$270,000	\$270,000				
6.00	18	Frontage Road FC	5th Avenue North to 3rd Avenue North	\$136,800	\$136,800				
6.00	24	Alley AH	between 2 1/2 St North to 2nd Avenue North	\$75,000	\$75,000				
6.00	24	Alley AI	1st Ave North to Juggalos Park	\$35,000	\$35,000				
6.00	20	Alley F	Between 1st & 2nd and 12th & 11th	\$111,600	\$111,600				
6.00	33	Quarry Road	Old Hwy North to End	\$60,000	\$60,000				
6.00	19	Trail	Co Road 137 (17th Ave-10th Ave) Needs mastic	\$80,000		\$80,000			
6.00	23	3rd Avenue North	Division Street to Frontage Road	\$114,000					
	23	4th Avenue North	Division Street to Frontage Road	\$84,000					
	23	1st Street North	2nd Avenue North to 4th Avenue North	\$84,000					
	23	5th Avenue North	6th Avenue North to Frontage Road	\$161,000					
			Roseville	Total Area	\$443,000	\$443,000			
6.50	16	28th Avenue South	Division Street to Hwy 23	\$1,485,000		\$1,485,000			
6.50	29	Old Waite Park - East of 10th		\$600,000					
	23	1st Street North	10th Avenue North to 5th Avenue North	\$288,000					
	23	4th Avenue North	Frontage Road to 3rd Street North	\$330,000					
	23	5th Avenue North	1st Street North to 3rd Street North	\$330,000					
	24	2 1/2 Street North	1st Avenue North to 2nd Avenue North	\$200,000					
	23	3rd Avenue North	Frontage Road to 3rd Street North	\$270,000					
	23	7th Avenue North	Frontage Road to 3rd Street North	\$540,000					
	21	8th Avenue North	Frontage Road to 3rd Street North	\$570,000					
	21	9th Avenue North	Frontage Road to 3rd Street North	\$570,000					
	24	Old Waite Park - East of 10th	2 1/2 Street North to 3rd Street North	\$37,000					
6.5	20	Aberdeen Drive	Humley Lane to Greentone Lane	\$144,000					
Unfunded Totals					\$5,448,800	\$1,467,500	\$1,485,000	\$8,401,300	
Grand Total of ALL					\$17,354,800	\$7,053,000	\$1,955,000	\$26,448,800	

**CITY OF WAITE PARK
5-Year Infrastructure Capital Improvement Plan 2025-2029**

Project	Sewer Revenue	Water Revenue	Storm Revenue	Deferred Assessment	City Costs - Pavement Maintenance	City Costs	Assessment	MSA State Aid	Federal	TIF	Grants Tax Payment Maintenance	Sales Tax Transportation	Sales Tax Parks	Sales Tax Facility	State Bonding	Park Dedication	Grants	Other	Total Project Cost	Comment
2025																				
Street Preservation											\$ 540,000								\$ 540,000	Great Oak Drive(3rd St to 10th Ave N)
Street Preservation											\$ 315,000								\$ 315,000	2nd Street North (10th Ave N to 13th Ave N)
Street Preservation					\$ 830,000														\$ 830,000	10th Ave N 12th Ave N - (1st St N to 3rd St N)
Street Preservation					\$ 110,000														\$ 110,000	Alley K
Street Preservation					\$ 135,000														\$ 135,000	Alley A
Street Preservation					\$ 110,000														\$ 110,000	Alley C
Public Safety Facility													\$ 20,000,000					\$ 10,000,000	\$ 30,000,000	Public Safety Facility
Water Treatment Plant																			\$ 20,000,000	Water Treatment Plant - PFA's
10th Avenue / 1st Street South - DESIGN Only											\$ 150,000		\$ 75,000						\$ 150,000	Design Cost - 10th Ave S reconstruct & realign First Street South intersection.
2nd Avenue R, Turn Lane at 2nd St. South (at Gatzlys) - DESIGN Only											\$ 50,000		\$ 238,000						\$ 50,000	Design
Southeast Beltway - ROW Only																		\$ 100,000	\$ 100,000	ROW
Glacial Lakes Trail Extension - Parkwood Area - DESIGN Only													\$ 75,000						\$ 75,000	Parkwood Property to Frontage Road N
Glacial Lakes Trail-Parkwood Area Construction													\$ 238,000					\$ 482,000	\$ 720,000	Power Edge Park to Parkwood Property - Grant
Power Edge Park-Phase 4 Construction													TBD						TBD	Construction of the existing parking lot expansion, new south parking lot, parking lot and trail lighting, trail.
Subtotal	\$ -	\$ -	\$ -	\$ -	\$ 1,185,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 955,000	\$ 200,000	\$ 313,000	\$ 20,000,000	\$ -	\$ -	\$ 482,000	\$ 30,000,000	\$ 53,135,000	
Total Financed through 429 Bond																				
																				\$ 0

2026																				
Street Preservation											\$ 425,000								\$ 425,000	Sundial Drive (2nd Ave S to 10th Ave S)
Street Preservation					\$ 625,000														\$ 625,000	Mill/Cullens Area
Street Preservation					\$ 100,000														\$ 100,000	Alley AS
Street Preservation					\$ 135,000														\$ 135,000	Alley V
Street Preservation					\$ 110,000														\$ 110,000	Alley T
Street Preservation					\$ 115,000														\$ 115,000	Alley R
Lions Park Trail - Lions Park Construction											\$ 192,000								\$ 192,000	Lions Park
Wajeman Loop DESIGN & Construction	\$ 400,000																		\$ 400,000	Wajeman Loop (Map Rd to 28th Ave S)
6th Avenue South at 2nd Street South Turn Lane (at Ippen) - DESIGN Only											\$ 75,000								\$ 75,000	Design Cost
2nd Avenue R, at 2nd St. South Lane (at Gatzlys) - ROW Only											\$ 300,000								\$ 300,000	ROW Cost
10th Avenue / 1st Street South - ROW Only																			TBD	ROW Cost - 10th Ave S reconstruct & realign First Street South intersection.
Southeast Beltway - ROW Only																		\$ 100,000	\$ 100,000	ROW
Glacial Lakes Trail Extension - Parkwood Area - ROW Only													\$ 200,000						\$ 200,000	Parkwood Property to Frontage Road N
Subtotal	\$ -	\$ 400,000	\$ -	\$ -	\$ 1,095,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 192,000	\$ 375,000	\$ 200,000	\$ -	\$ -	\$ -	\$ -	\$ 100,000	\$ 2,352,000	
Total Financed through 429 Bond																				
																				\$ 0

THE LEDGE AMPHITHEATER

The Ledge Amphitheater is a city-owned 5,000 seat outdoor venue that provides a flexible space to allow for a variety of entertainment options for the community to enjoy. The city contracts with New West and Mammoth productions to provide a variety of national entertainment. The City also employs a Facility Events Supervisor and all other staff are either employees of the management company or are contracted employees paid for by the management company.

PERFORMANCE INDICATORS

- Over 145,000 people have visited The Ledge since it opened in July 2021: 45,000 visitors in 2024.
- 33.2% of visitors are from out-of-state in Waite Park.
- 69.6% of visitors stayed overnight in 2024 in the Waite Park Region.
- \$111 was spent by each visitor to Waite Park within the region.
- Approximately \$6 million economic impact on the region annually.
- Over \$1.2 million in additional sales tax revenue has been collected by the State of MN as a result of those visiting the Ledge.
- Impacts of tourism: Each household in MN would need to be taxed an additional \$1,002 to replace the visitor-generated taxes received by state and local governments in 2023.

RECENT ACCOMPLISHMENTS

- Completed 16 national acts, a rental by Celebrate MN, LEDGEtober Flannel Fest, and yoga in the park.
- Added a box seating pavilion to enhance the VIP customer experience.
- Expanded our VIP food program to include box seating.
- Secured sponsors for 2024.
- Reached a tentative renewal agreement with New West/Mammoth that provides them with more financial responsibility of the costs associated with operations and maintenance of The Ledge.

VENUE GOALS

- Create an entertainment destination location that remains a tourist attraction for visitors and residents.
- Continue to provide a variety of entertainment that draws a variety of people and their interests to The Ledge.
- Be recognized as the premiere outdoor amphitheater in the country focused on patrons and performance experiences.
- Increase the number of events and attendance while offering a variety of national and local entertainment.
- Increase the economic impact of The Ledge Amphitheater by promoting our local businesses in the Central MN Region
- Create a facility that is financially sustainable.

UPCOMING PRIORITIES

- Secure the remaining State funding to finish The Ledge improvements.
- Finalize the contract renewal with New West/Mammoth.
- Host 15 -20 shows with an average of 3,600 in attendance.
- Add additional local community events.
- Secure more corporate sponsorships to offset operational and event costs
- Work with the CVB on the marketing of Central MN as the Live Entertainment Hotspot increasing travel to the region.

EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
AMPHITHEATER-FACILITY			
101.4555.1011	SALARIES	31,500.00	33,000.00
101.4555.1021	OT FOR REGULAR EMPLOYEES	700.00	600.00
101.4555.1029	OT FOR TEMP EMPLOYEES	.00	.00
101.4555.1041	TEMP EMPLOYEES - AMPHITHEATER	7,000.00	.00
101.4555.1042	PT CLEANING - AMP	250.00	250.00
101.4555.1211	FICA	3,000.00	2,500.00
101.4555.1221	PERA	3,000.00	2,500.00
101.4555.1311	HEALTH INSURANCE	6,000.00	10,000.00
101.4555.1331	DISABILITY INSURANCE	400.00	300.00
101.4555.1341	LIFE INSURANCE	100.00	00
101.4555.1411	WC & UNEMPLOYMENT COMP	10,000.00	3,500.00
101.4555.2011	OFFICE SUPPLIES	1,000.00	.00
101.4555.2121	GAS & OIL PURCHASES	.00	.00
101.4555.2171	SAFETY	.00	.00
101.4555.2211	REPAIR & MAINTENANCE SUPPLIES	12,000.00	12,000.00
101.4555.3051	PROF SERVICES - PHYSICALS	.00	.00
101.4555.3210	COMMUNICATIONS - REIMBURSED	.00	.00
101.4555.3211	COMMUNICATIONS	2,500.00	.00
101.4555.3212	COMPUTERS/IT	7,500.00	12,000.00
101.4555.3214	SOFTWARE & SUBSCRIPTIONS	1,500.00	6,000.00
101.4555.3311	TRAINING /TRAVEL/HOTEL	6,000.00	.00
101.4555.3400	PRINTING & BINDING	.00	.00
101.4555.3431	ADVERTISEMENTS	.00	.00
101.4555.3621	PROPERTY CASUALTY INSURANCE	28,000.00	29,000.00
101.4555.3711	REPAIR & MAINTENANCE	10,000.00	12,000.00
101.4555.3811	PUBLIC UTILITY SERVICES	28,000.00	28,000.00
101.4555.4131	RENTALS	100.00	.00
101.4555.4331	MISCELLANEOUS - DUES	1,000.00	.00
101.4555.4381	UNIFORMS	2,000.00	.00
101.4555.4383	RUGS / TOWELS	300.00	1,000.00
101.4555.4384	SERVICE CONTRACT	4,000.00	5,000.00
101.4555.4385	FURNITURE	.00	.00
101.4555.4389	OTHER CONTRACTUAL SERVICES	2,000.00	5,000.00
101.4555.4711	REMITTANCE REV COL OTHER AG	.00	.00
101.4555.4981	REFUNDS & REIMBURSEMENTS	.00	.00
101.4555.5711	BUILDING IMPROVEMENTS	.00	.00
101.4555.5811	EQUIPMENT	.00	.00
101.4555.5911	CAPITAL EXPENDITURES	.00	.00
101.4555.5920	UNANTICIPATED EXPENSES	.00	50,000.00
		167,850.00	212,725.00

EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
AMPHITHEATER NATIONAL EVENTS			
101.4556.1011	SALARIES	75,000.00	82,000.00
101.4556.1021	OT FOR REGULAR EMPLOYEES	1,000.00	1,000.00
101.4556.1029	OT FOR TEMP EMPLOYEES T	.00	.00
101.4556.1041	EMP EMPLOYEES - AMPHITHEATER	21,000.00	.00
101.4556.1042	PT CLEANING - AMP	250.00	250.00
101.4556.1211	FICA	10,000.00	9,000.00
101.4556.1221	PERA	10,000.00	9,000.00
101.4556.1311	HEALTH INSURANCE	26,000.00	27,000.00
101.4556.1331	DISABILITY INSURANCE	700.00	800.00
101.4556.1341	LIFE INSURANCE	200.00	200.00
101.4556.1411	WC & WORKERS COMP	10,000.00	.00
101.4556.2011	OFFICE SUPPLIES	1,000.00	.00
101.4556.2121	GAS & OIL PURCHASES	300.00	.00
101.4556.2171	SAFETY	500.00	.00
101.4556.2211	REPAIR & MAINTENANCE SUPPLIES	15,000.00	.00
101.4556.3210	COMMUNICATIONS - REIMBURSED	.00	.00
101.4556.3211	COMMUNICATIONS	23,000.00	.00
101.4556.3212	COMPUTERS/IT	.00	.00
101.4556.3214	SOFTWARE & SUBSCRIPTIONS	500.00	.00
101.4556.3311	TRAINING /TRAVEL/HOTEL	1,500.00	.00
101.4556.3431	ADVERTISEMENTS	1,000.00	.00
101.4556.3621	PROPERTY CASUALTY INSURANCE	.00	.00
101.4556.3711	REPAIR & MAINTENANCE	5,000.00	.00
101.4556.3811	PUBLIC UTILITY SERVICES	.00	.00
101.4556.4131	RENTALS	9,000.00	.00
101.4556.4331	MISCELLANEOUS - DUES	1,000.00	.00
101.4556.4381	UNIFORMS	.00	.00
101.4556.4383	RUGS / TOWELS	700.00	.00
101.4556.4384	SERVICE CONTRACT	1,000.00	.00
101.4556.4385	FURNITURE	.00	.00
101.4556.4389	OTHER CONTRACTUAL SERVICES	10,000.00	.00
101.4556.4711	OTHER CONTRACTUAL SERVICES	500.00	.00
101.4556.4981	REMITTANCE REV COL OTHER AG	.00	.00
101.4556.5711	REFUNDS & REIMBURSEMENTS	.00	.00
101.4556.5811	BUILDING IMPROVEMENTS EQUIPMENT	.00	.00
101.4556.5911	CAPITAL EXPENDITURES	.00	.00
		224,150.00	129,250.00

EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
AMPHITHEATER			
PRIVATE EVENTS			
101.4557.1011	SALARIES	3,150.00	.00
101.4557.1021	OT FOR REGULAR EMPLOYEES	210.00	.00
101.4557.1029	OT FOR TEMP EMPLOYEES	.00	.00
101.4557.1041	TEMP EMPLOYEES - AMPHITHEATER	1,050.00	500.00
101.4557.1042	PT CLEANING - AMP	.00	.00
101.4557.1211	FICA	420.00	75.00
101.4557.1221	PERA	367.00	70.00
101.4557.1311	HEALTH INSURANCE	.00	.00
101.4557.1331	DISABILITY INSURANCE	.00	.00
101.4557.1341	LIFE INSURANCE	.00	.00
101.4557.1411	WC & WORKERS COMP	.00	.00
101.4557.2011	OFFICE SUPPLIES	.00	.00
101.4557.2121	GAS & OIL PURCHASES	.00	.00
101.4557.2171	SAFETY	.00	.00
101.4557.2211	REPAIR & MAINTENANCE SUPPLIES	.00	.00
101.4557.3211	COMMUNICATIONS	.00	.00
101.4557.3311	TRAINING /TRAVEL/HOTEL	.00	.00
101.4557.3431	ADVERTISEMENTS	525.00	.00
101.4557.3621	PROPERTY CASUALTY INSURANCE	.00	.00
101.4557.3711	REPAIR & MAINTENANCE	3,000.00	2,000.00
101.4557.3811	PUBLIC UTILITY SERVICES	.00	.00
101.4557.4131	RENTALS	1,050.00	1,000.00
101.4557.4331	MISCELLANEOUS - DUES	.00	.00
101.4557.4381	UNIFORMS	.00	.00
101.4557.4383	RUGS / TOWELS	.00	.00
101.4557.4384	SERVICE CONTRACT	.00	.00
101.4557.4389	OTHER CONTRACTUAL SERVICES	8,600.00	2,000.00
101.4557.4711	REMITTANCE REV COL OTHER AG	.00	.00
101.4557.4981	REFUNDS & REIMBURSEMENTS	.00	.00
101.4557.5711	BUILDING IMPROVEMENTS	.00	.00
101.4557.5811	EQUIPMENT	.00	.00
101.4557.5911	CAPITAL EXPENDITURES	.00	00
		18,372.00	5,645.00

EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
AMPHITHEATER			
SPONSORED EVENTS			
101.4558.1011	SALARIES	4,725.00	4,725.00
101.4558.1021	OT FOR REGULAR EMPLOYEES	210.00	200.00
101.4558.1029	OT FOR TEMP EMPLOYEES	.00	.00
101.4558.1041	TEMP EMPLOYEES - AMPHITHEATER	2,100.00	2,100.00
101.4558.1042	PT CLEANING - AMP	.00	.00
101.4558.1211	FICA	551.00	550.00
101.4558.1221	PERA	541.00	540.00
101.4558.1311	HEALTH INSURANCE	.00	.00
101.4558.1331	DISABILITY INSURANCE	.00	.00
101.4558.1341	LIFE INSURANCE	.00	.00
101.4558.1411	WC & WORKERS COMP	.00	.00
101.4558.2011	OFFICE SUPPLIES	.00	.00
101.4558.2121	GAS & OIL PURCHASES	.00	.00
101.4558.2171	SAFETY	.00	.00
101.4558.2211	REPAIR & MAINTENANCE SUPPLIES	.00	.00
101.4558.3211	COMMUNICATIONS	.00	.00
101.4558.3311	TRAINING /TRAVEL/HOTEL	.00	.00
101.4558.3431	ADVERTISEMENTS	525.00	1,000.00
101.4558.3621	PROPERTY CASUALTY INSURANCE	.00	.00
101.4558.3711	REPAIR & MAINTENANCE	.00	.00
101.4558.3811	PUBLIC UTILITY SERVICES	.00	.00
101.4558.4131	RENTALS	1,050.00	1,000.00
101.4558.4331	MISCELLANEOUS - DUES	.00	.00
101.4558.4381	UNIFORMS	.00	.00
101.4558.4383	RUGS / TOWELS	.00	.00
101.4558.4384	SERVICE CONTRACT	.00	.00
101.4558.4389	OTHER CONTRACTUAL SERVICES	.00	3,000.00
101.4558.4711	REMITTANCE REV COL OTHER AG	.00	.00
101.4558.4981	REFUNDS & REIMBURSEMENTS	.00	.00
101.4558.5711	BUILDING IMPROVEMENTS	.00	.00
101.4558.5811	EQUIPMENT	.00	.00
101.4558.5911	CAPITAL EXPENDITURES	.00	00
		9,702.00	13,115.00

ENTERPRISE FUNDS

The City has three enterprise funds that are supported by utility fees that are charged to the utility users. These systems are not supported by the general fund but rather by the funds from the fees charged for these utilities. The Water Fund supports the operation of the Water Treatment Plant. The City has its own water treatment plant facility to provide this service to residents. The Sewer Fund supports the City's sewer system and the City, along with the other area cities, contracts with the City of St. Cloud for sewer service. The Storm Sewer funds support the management of the drainage system that handles all the runoff created from a variety of land uses and surfaces.

RECENT ACCOMPLISHMENTS

- Rehab of Water Treatment Plant – Stripping Tower.
- Rehab on Willow Creek Lift Station Pumps.
- Continued to replace old water meters.
- Completed Lead Service Line inventory to meet EPA deadline.
- Locating utilities (Curb Boxes, Valves and Hydrants) using GPS for our GIS.

DEPARTMENT GOALS

- Generate enough revenue to offset the costs of managing these systems.
- Be good stewards of the environment protecting any impacts to our water system.
- Review the impact development has on these resources addressing any negative impacts created by development.
- Monitor and enforce compliance with all State and Federal regulations related to these services.

UPCOMING PRIORITIES

- Continue working on the plan/design to address PFAS and other water treatment updates needed with the assistance of consulting engineer.
- Secure funding for Water Treatment Plant.
- Continue to work on water meter replacements.
- Determine what type of water meter reading-AMI (Automatic Meter Information) software system to use.
- Inventory all unknown lead service lines within the city to comply with state regulations.
- Secure funding for Lead service line replacement
- Complete lead service line audit of unknown materials of properties.
- Determine the status of the water Resource technician position.
- Consider 13th Avenue Lift Station force main replacement during Counties rehab of 3rd Street North.
- Determine a long-term plan to replace aging water and sewer mains during street rehab projects.

2025 ENTERPRISE FUND REVENUE REPORT

Acct#	Title	2024 Revenue Budget	2025 Revenue Budget
WATER FUND - REVENUE			
<u>GRANTS</u>			
601.3310.3338	MISCELLANEOUS STATE GRANTS	250,000.00	1,250,000.00
601.3310.3339	MISCELLANEOUS FEDERAL GRANTS	.00	.00
	TOTAL REVENUE	250,000.00	1,250,000.00
<u>CHARGES FOR SERVICES</u>			
601.3590.0014	OTHER TAPS/REPAIRS	.00	.00
<u>MISCELLANEOUS REVENUES</u>			
601.3620.3621	INTEREST - INVESTMENTS	10,000.00	10,000.00
601.3620.3623	INTEREST - LMC 4M FUND	.00	.00
601.3620.3681	REFUNDS AND REIMBURSEMENTS	3,000.00	3,000.00
601.3620.3697	UNALLOCATED UTILITY REVENUE	.00	.00
601.3620.3698	SALES TAX	35,000.00	35,000.00
	TOTAL REVENUE	48,000.00	48,000.00
<u>WATER CHARGES</u>			
601.3710.3711	WATER SALES	2,100,000.00	2,251,550.00
601.3710.3719	SERVICE AVAILABILITY CHARGE	0 30,000.00	30,000.00
601.3710.3721	CONNECTION FEES	1,500.00	500.00 .00
601.3710.3723	TAPS / REPAIRS	300.00	15,000.00
601.3710.3726	WATER TESTING FEE	17,000.00	5,000.00
601.3710.3727	WELLHEAD PROTECTION FEE	5,600.00	5,000.00 .00
601.3710.3731	WATER METERS	9,000.00	
601.3710.3739	OTHER CHARGES	.00	
	TOTAL REVENUE	2,163,400.00	2,307,050.00
<u>GENERAL REVENUE</u>			
601.3880.0000	GENERAL REVENUE	.00	.00
<u>BOND PROCEEDS</u>			
601.3930.3935	BOND PREMIUM	.00	.00
<u>CAPITAL CONTRIBUTIONS</u>			
601.3970.3971	CAPITAL CONTRIBUTIONS	.00	.00
	TOTAL WATER REVENUE	2,461,400.00	3,605,050.00

2025 ENTERPRISE FUND EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
WATER FUND - EXPENSE			
<u>BOND PRINCIPAL PAYMENTS</u>			
601.4711.6011	BOND PRINCIPAL	436,450.00	.00
<u>BOND INTEREST PAYMENTS</u>			
601.4721.6111	BOND INTEREST	12,900.00	.00
<u>FISCAL AGENT FEES</u>			
601.4751.6200	PAYING AGENT & SERVICE CHARG	495.00	.00
<u>POWER & PUMPING</u>			
601.4822.2171	SAFETY	.00	.00
601.4822.2211	REPAIR & MAINTENANCE SUPPLIES	10,000.00	10,000.00
601.4822.2212	PLANT PRODUCTION CHEMICALS	50,000.00	55,000.00
601.4822.3711	REPAIR & MAINTENANCE	35,000.00	35,000.00
601.4822.3811	PUBLIC UTILITY SERVICES	90,000.00	90,000.00
601.4822.5911	CAPITAL EXPENDITURES	.00	.00
	TOTAL EXPENSE	185,000.00	190,000.00
<u>DISTRIBUTION</u>			
601.4824.2171	SAFETY	.00	.00
601.4824.2211	REPAIR & MAINTENANCE SUPPLIES	12,000.00	17,000.00
601.4824.2212	WATER METERS - NEW & UNPLANNED	9,000.00	10,000.00
601.4824.2213	WATER METERS - PLANNED REPLACE	37,000.00	483,000.00
601.4824.3711	REPAIR & MAINTENANCE	15,000.00	17,000.00
601.4824.3811	PUBLIC UTILITY SERVICES	7,000.00	7,000.00
601.4824.4131	RENTALS	5,000.00	5,000.00 .00
601.4824.5971	NEW LINES	.00	
	TOTAL EXPENSE	85,000.00	539,000.00

2025 ENTERPRISE FUND EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
<u>ADMINISTRATION & GENERAL</u>			
601.4825.1011	SALARIES	338,000.00	353,000.00
601.4825.1021	OT FOR REGULAR EMPLOYEES	16,000.00	18,000.00
601.4825.1041	TEMPORARY EMPLOYEES	.00	.00
601.4825.1063	PAY OF ACC VAC UPON RET	.00	.00
601.4825.1066	HCSP PAYOUT	2,500.00	2,000.00
601.4825.1067	PAYMENT OF UNUSED SICK LEAVE	1,000.00	.00
601.4825.1071	ADDITIONAL COMP TIME UNION	1,000.00	.00
601.4825.1072	ON CALL TIME PER UNION	8,000.00	6,500.00
601.4825.1211	FICA	32,000.00	27,000.00
601.4825.1221	PERA	32,000.00	27,000.00
601.4825.1311	HEALTH INSURANCE	112,500.00	105,000.00
601.4825.1331	DISABILITY INSURANCE	2,600.00	2,700.00
601.4825.1341	LIFE INSURANCE	600.00	550.00
601.4825.1411	WC & UNEMPLOYMENT COMP	20,000.00	20,000.00
601.4825.2011	OFFICE SUPPLIES	8,000.00	8,000.00
601.4825.2111	OPERATING SUPPLIES	.00	.00
601.4825.2121	GAS & OIL PURCHASES	6,400.00	6,400.00
601.4825.2171	SAFETY	3,500.00	3,500.00
601.4825.2211	REPAIR & MAINTENANCE SUPPLIES	4,000.00	4,000.00
601.4825.3011	ACCOUNTING & AUDITING	4,000.00	5,000.00
601.4825.3037	WELLHEAD PROTECTION	1,000.00	1,000.00
601.4825.3041	LEGAL SERVICES	3,000.00	500.00
601.4825.3081	CONSULTANTS	500.00	500.00
601.4825.3211	COMMUNICATIONS	10,000.00	10,000.00
601.4825.3212	COMPUTERS/IT	10,000.00	4,000.00
601.4825.3214	SOFTWARE & SUBSCRIPTIONS	3,500.00	5,000.00
601.4825.3311	TRAINING/TRAVEL/HOTEL	8,000.00	10,000.00
601.4825.3431	ADVERTISEMENTS	400.00	.00
601.4825.3621	PROPERTY CASUALTY INSURANCE	26,000.00	26,000.00
601.4825.3711	REPAIR & MAINTENANCE	12,000.00	6,000.00
601.4825.3811	PUBLIC UTILITY SERVICES	90,000.00	120,000.00
601.4825.4131	RENTALS	225.00	200.00
601.4825.4331	MISCELLANEOUS - DUES	15,000.00	15,000.00
601.4825.4351	WATER TESTS	9,000.00	10,000.00
601.4825.4355	MANDATED TEST FEE	22,000.00	22,000.00
601.4825.4381	UNIFORMS	900.00	900.00
601.4825.4383	RUGS/TOWELS	100.00	100.00

2025 ENTERPRISE FUND EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
<u>ADMINISTRATION & GENERAL - CON'T</u>			
601.4825.4384	SERVICE CONTRACT	12,000.00	10,000.00
601.4825.4385	FURNITURE	.00	2,000.00
601.4825.4387	LOCATES - GOPHER STATE	900.00	700.00
601.4825.4389	OTHER CONTRACTUAL SERVICES	500.00	500.00
601.4825.4711	REMIT REV COL OTHER AGENCIES	40,000.00	40,000.00
601.4825.4825	USE TAX	.00	.00
601.4825.4981	REFUNDS & REIMBURSEMENTS	500.00	500.00
601.4825.5911	CAPITAL EXPENDITURES	120,000.00	70,000.00
601.4825.5920	UNANTICIPATED EXPENSES	.00	.00
	TOTAL EXPENSE	977,625.00	943,550.00
<u>WATER PLANT/WELL</u>			
601.4831.5311	CONSTRUCTION COSTS-PLANT UPGRADES	.00	.00
601.4831.5312	ENGINEERING DESIGN-PLANT UPGRADES	100,000.00	100,000.00
601.4831.5313	LEGAL SERVICES - PLANT UPGRADES	.00	.00
601.4831.5341	ENGINEERING COSTS-MASTER PLAN	.00	.00
601.4831.5351	CONSTRUCTION COSTS - PFA'S	.00	.00
601.4831.5352	ENGINEERING DESIGN COSTS-PFA'S	100,000.00	1,250,000.00
601.4831.5353	LEGAL SERVICES - PFA'S	50,000.00	50,000.00
	TOTAL EXPENSE	250,000.00	1,400,000.00
<u>WATER TOWER</u>			
601.4835.5341	ENGINEERING COSTS	32,500.00	32,500.00
<u>DEPRECIATION</u>			
601.4851.4211	DEPRECIATION	450,000.00	500,000.00
601.4999.7211	TRANSFERS OUT	.00	.00
	TOTAL EXPENSE	450,000.00	500,000.00
	TOTAL WATER EXPENSE	2,429,970.00	3,605,050.00

2025 ENTERPRISE FUND REVENUE REPORT

Acct#	Title	2024 Revenue Budget	2025 Revenue Budget
SEWER FUND - REVENUE			
<u>GRANTS</u>			
605.3310.3339	MISCELLANEOUS FEDERAL GRANTS	.00	.00
<u>MISCELLANEOUS REVENUES</u>			
605.3620.3621	INTEREST - INVESTMENTS	10,000.00	10,000.00
605.3620.3681	REFUNDS AND REIMBURSEMENTS	1,500.00	1,500.00
	TOTAL REVENUE	11,500.00	11,500.00
<u>SEWER CHARGES</u>			
605.3740.3741	SEWER SERVICE CHARGES	1,925,000.00	2,056,782.00
605.3740.3749	SERVICE AVAILABILITY CHARGE	30,000.00	30,000.00
605.3740.3751	INDUSTRIAL DISCHARGE PERMITS	.00	.00
605.3740.3769	OTHER CHARGES	.00	.00
	TOTAL REVENUE	1,955,000.00	2,086,782.00
<u>TRANSFERS IN</u>			
605.3920.3921	TRANSFERS IN	.00	.00
<u>CAPITAL CONTRIBUTIONS</u>			
605.3970.3971	CAPITAL CONTRIBUTIONS	.00	.00
	TOTAL SEWER REVENUE	1,966,500.00	2,098,282.00

2025 ENTERPRISE FUND EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
SEWER FUND - EXPENSE			
<u>ADMINISTRATION & GENERAL</u>			
605.4825.1011	SALARIES	210,000.00	218,000.00
605.4825.1021	OT FOR REGULAR EMPLOYEES	10,000.00	5,000.00
605.4825.1041	TEMPORARY EMPLOYEES	800.00	.00
605.4825.1067	PAYMENT OF UNUSED SICK LEAVE	500.00	.00
605.4825.1071	ADDITIONAL COMP TIME UNION	.00	.00
605.4825.1072	ON CALL TIME PER UNION	5,000.00	6,500.00
605.4825.1211	FICA	22,500.00	17,000.00
605.4825.1221	PERA	22,000.00	16,500.00
605.4825.1311	HEALTH INSURANCE	68,000.00	64,000.00
605.4825.1331	DISABILITY INSURANCE	1,600.00	1,650.00
605.4825.1341	LIFE INSURANCE	400.00	400.00
605.4825.1411	WC & UNEMPLOYMENT COMP	13,000.00	11,000.00
605.4825.2011	OFFICE SUPPLIES	6,000.00	6,000.00
605.4825.2121	GAS & OIL PURCHASES	3,500.00	3,500.00
605.4825.2171	SAFETY	3,500.00	3,500.00
605.4825.2211	REPAIR & MAINTENANCE SUPPLIES	1,000.00	500.00
605.4825.3011	ACCOUNTING & AUDITING	4,000.00	5,000.00
605.4825.3041	LEGAL SERVICES	3,000.00	3,000.00
605.4825.3081	CONSULTANTS	1,500.00	1,500.00
605.4825.3211	COMMUNICATIONS	8,500.00	8,000.00
605.4825.3212	COMPUTERS/IT	10,000.00	4,000.00
605.4825.3214	SOFTWARE & SUBSCRIPTIONS	500.00	6,000.00
605.4825.3311	TRAINING/TRAVEL/HOTEL	2,500.00	3,000.00
605.4825.3621	PROPERTY CASUALTY INSURANCE	7,000.00	7,000.00
605.4825.3711	REPAIR & MAINTENANCE	2,000.00	2,000.00
605.4825.3811	PUBLIC UTILITY SERVICES	1,500.00	1,000.00
605.4825.4131	RENTALS	250.00	200.00
605.4825.4331	MISCELLANEOUS - DUES	1,000.00	300.00
605.4825.4379	USE TAX	.00	.00
605.4825.4381	UNIFORMS	900.00	600.00
605.4825.4382	SEWER TESTING	15,000.00	18,000.00
605.4825.4383	RUGS/TOWELS	100.00	100.00
605.4825.4384	SERVICE CONTRACT	10,000.00	2,000.00
605.4825.4385	FURNITURE	900.00	2,000.00
605.4825.4387	LOCATES - GOPHER STATE	.00	700.00

2025 ENTERPRISE FUND EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
<u>ADMINISTRATION & GENERAL - CON'T</u>			
605.4825.4389	OTHER CONTRACTUAL SERVICES	.00	.00
605.4825.4981	REFUNDS & REIMBURSEMENTS	.00	.00
605.4825.5911	CAPITAL EXPENDITURES	30,000.00	40,000.00
605.4825.5920	UNANTICIPATED EXPENSES		.00
	TOTAL EXPENSE	466,450.00	457,950.00
 <u>COLLECTION</u>			
605.4841.2171	SAFETY	.00	.00
605.4841.2211	REPAIR & MAINTENANCE SUPPLIES	10,000.00	8,000.00
605.4841.2219	OPERATIONS & MAINTENANCE - A2	55,000.00	64,000.00
605.4841.3711	REPAIR & MAINTENANCE	12,000.00	20,000.00
605.4841.3811	PUBLIC UTILITY SERVICES	6,000.00	6,000.00
605.4841.3831	REHAB & REPLACE - B2 (WWCS)	7,000.00	50,000.00
605.4841.3832	METRO FORCEMAIN	5,000.00	60,000.00
605.4841.5911	CAPITAL EXPENDITURES	30,000.00	.00
605.4841.5920	UNANTICIPATED EXPENSES	.00	.00
605.4841.6293	DEBT SERVICE TRI - C2 SIS 4	108,000.00	58,000.00
605.4841.6294	DEBT SERVICE - C2 MAIN LIFT	106,000.00	53,000.00
	TOTAL EXPENSE	339,000.00	319,000.00
 <u>DISPOSAL</u>			
605.4842.2219	OPERATIONS & MAINTENANCE - A1	345,000.00	480,000.00
605.4842.3831	REHAB & REPLACE - B1 (WWTF)	21,000.00	54,000.00
605.4842.6291	DEBT SERVICE - C1 (WWTF) - RUE	215,000.00	213,000.00
605.4842.6292	DEBT SERVICE - C1 (WWTF) - NR2	77,000.00	74,000.00
605.4842.6295	EXISTING DEBT	.00	.00
	TOTAL EXPENSE	658,000.00	821,000.00
 <u>DEPRECIATION</u>			
605.4851.4211	DEPRECIATION	490,000.00	500,000.00
	TOTAL SEWER EXPENSE	1,953,450.00	2,097,950.00

2025 ENTERPRISE FUND REVENUE REPORT

Acct#	Title	2024 Revenue Budget	2025 Revenue Budget
STORM SEWER FUND - REVENUE			
<u>GRANTS</u>			
609.3340.3349	MISCELLANEOUS GRANTS	.00	.00
<u>MISCELLANEOUS REVENUES</u>			
609.3620.3621	INTEREST - INVESTMENTS	.00	.00
<u>STORMWATER CHARGES</u>			
609.3780.3781	STORMWATER FEES	85,000.00	95,750.00
609.3780.3784	STORMWATER PERMITS	800.00	800.00
	TOTAL REVENUE	85,800.00	96,550.00
	TOTAL STORMWATER REVENUE	85,800.00	96,550.00

2025 ENTERPRISE FUND EXPENSE REPORT

Acct#	Title	2024 Expense Budget	2025 Expense Budget
STORM SEWER FUND - EXPENSE			
<u>ADMINISTRATION & GENERAL</u>			
609.4825.1011	SALARIES	25,000.00	25,000.00
609.4825.1021	OT FOR REGULAR EMPLOYEES	300.00	.00
609.4825.1041	TEMPORARY EMPLOYEES	3,000.00	.00
609.4825.1211	FICA	1,500.00	2,000.00
609.4825.1221	PERA	1,500.00	2,000.00
609.4825.1311	HEALTH INSURANCE	5,500.00	.00
609.4825.1331	DISABILITY INSURANCE	150.00	.00
609.4825.1341	LIFE INSURANCE	100.00	.00
609.4825.2011	OFFICE SUPPLIES	1,000.00	500.00
609.4825.2121	GAS & OIL PURCHASES	1,000.00	4,000.00
609.4825.2211	REPAIR & MAINTENANCE SUPPLIES	6,000.00	6,000.00
609.4825.3081	CONSULTANTS	5,000.00	25,000.00
609.4825.3211	COMMUNICATIONS	500.00	.00
609.4825.3212	COMPUTERS/IT	500.00	.00
609.4825.3214	SOFTWARE & SUBSCRIPTIONS	100.00	.00
609.4825.3311	TRAINING/TRAVEL/HOTEL	2,500.00	1,500.00
609.4825.3431	ADVERTISEMENTS	50.00	50.00
609.4825.3711	REPAIR & MAINTENANCE	25,000.00	25,000.00
609.4825.3811	PUBLIC UTILITY SERVICES	.00	.00
609.4825.4384	SERVICE CONTRACT	1,000.00	500.00
609.4825.4999	MISCELLANEOUS	5,000.00	5,000.00
609.4825.5920	UNANTICIPATED EXPENSES	.00	.00
	TOTAL EXPENSE	84,700.00	96,550.00
<u>UNALLOCATED EXPENDITURES</u>			
609.4931.3621	PROPERTY CASUALTY INSURANCE	.00	.00
	TOTAL STORMWATER EXPENSE	84,700.00	96,550.00

Capital Improvement Plan - Utilities 2025 - 2029

Area	Item	Years					Funding			
		2025	2026	2027	2028	2029	Enterprise Fund	City Bond	State	Federal
Water	Water Plant High Service Pump #1 - Preventative Maintenance (Every 8 Yrs) 2031 & 2039						X			
	High Service Pump #2 - Preventative Maintenance (Every 8 Yrs) 2025 & 2033	\$20,000					X			
	High Service Pump #3 - Preventative Maintenance (Every 8 Yrs) 2027 & 2035			\$22,000			X			
	High Service Pump #4 - Preventative Maintenance (Every 8 Yrs) 2029 & 2037					\$24,000	X			
	Well #4 - Preventative Maintenance (Every 6 Yrs) 2026 & 2032		\$52,000				X			
	Well #5 - Preventative Maintenance (Every 6 Yrs) 2025 & 2031	\$50,000					X			
	Well #6 - Preventative Maintenance (Every 6 Yrs) 2028 & 2034				\$58,000		X			
	Stripper Balls Replace Tower #1 - North (Every 7 Yrs) 2024 & 2031						X			
	Stripper Balls Replace Tower #2 - South (Every 7 Yrs) 2027 & 2034			\$80,000			X			
	Painting Interior Piping	TBD					X	X		
	Treatment Plant Upgrade Design	TBD					X	X		
	PFAS Treatment Design	TBD					X	X	X	X
	Treatment Plant Upgrade Construction	TBD					X	X		
	PFAS Treatment Construction	TBD					X	X	X	X
	Sub-Total Water 601.4825.5911	\$70,000	\$52,000	\$102,000	\$58,000	\$24,000				
Meters & Reading System Complete Change Out (Contracted roughly 1,600 meters)	\$450,000	\$450,000				X	X			
AMI Meter reading system			\$450,000			X	X			
Equipment										
Construction Julep Loop (Loop Watermain Julep Rd to 28th Ave South)		\$400,000					X			
Re-Construction 1st Ave North Division to Cherry St - Water Main			\$ TBD				X			
Re-Construction Stiechenville (Division to RR Tracks / 13th Ave South to 10th Ave South) Watermain				\$ TBD			X			
Sub-Total Water (Meters, Equipment and Construction)	\$450,000	\$850,000	\$450,000	\$0	\$0					
Meters Meters and MXU (City Installing 100 each per year) 601.4824.2213	\$43,000	\$45,000	\$47,000	\$50,000	\$52,000	X				
Water Distribution Tower (O&M Agreement) 601.4835.5341	\$32,500	\$32,500	\$40,000	\$40,000	\$40,000	X				
Sub-Total Annual Water Expenses	\$75,500	\$77,500	\$87,000	\$90,000	\$92,000					
Total Water	\$595,500	\$979,500	\$639,000	\$148,000	\$116,000					
Sewer	Lift Stations Lift Station Pump Replacement 2ea. (2025 Willow Creek Lift Station - 2026 13th Ave Lift Station)	\$40,000	\$42,000				X			
	Flumes (Meters)									
	Equipment Generator		\$80,000				X			
	Equipment Vactor Replacement			\$900,000			X	X		
	Sub-Total Sewer 605.4825.5911	\$40,000	\$122,000	\$900,000	\$0	\$0				
	Re-Construction Replace 13th Ave Lift Station Forcemain (13th Ave to 10th Ave)	?						X		
	Re-Construction 1st Ave North Division to Cherry St - Sewer Main			\$ TBD				X		
	Re-Construction Stiechenville (Division to RR Tracks / 13th Ave South to 10th Ave South) Sewer Mains				\$ TBD			X		
	Sub-Total Construction Sewer	?	\$0	\$0	\$0	\$0				
	Total Sewer	\$40,000	\$122,000	\$900,000	\$0	\$0				

POLICE DEPARTMENT

The Waite Park Police Department is dedicated to being a leader in our region in setting a standard of professional police service. The expectation is that we will treat citizens and each other with respect and fairness. We are accountable to each other and the community we serve and take responsibility for our actions. That as a department we value teamwork and desire to partner with the community we serve to achieve common goals. We will strive for innovation and creativity in addressing community problems. Above all we are committed to a standard that values honesty and encourages empathy for our fellow citizens.

The Department consists of 27 full-time staff and 3 part-time staff including Police Chief, 4 sergeants, 17 police officers, and 8 administrative support staff.

DEPARTMENT GOALS

- Thoroughly investigate all crimes and reported incidents to facilitate a safe community.
- Provide professional police services to the residents of Waite Park and the surrounding community.
- Encourage a positive workplace culture while focusing on employee development.

RECENT ACCOMPLISHMENTS

Strategic Plan

- Participated in stakeholder meetings and developed a relationship with the Boys & Girls Club to assist with a future COPS house.
- Participated in a trip to Nebraska to see the “COPS” house integration model with the Boys & Girls Club and School District.

New Public Safety Building

- Kick Off completed.
- Space Needs Analysis Completed.

Other Activities

- Replaced Body Cameras through the tap refresh program to ensure our technology remains up to date.
- Actively recruited and onboarded 2 new police officers to fill vacancies.
- Assisted with the launching of our new safe exchange zone at WPPW.
- Started an Employee Engagement Committee

UPCOMING PRIORITIES

- Develop a training schedule to fill vacant Instructor positions and assist with the development of each of our officers training needs.
- Complete the 2023 Fleet purchases and squad car builds.
- End of year review of needed trainings.
- Continue with the training and recruiting of Police Officer Candidates.
- Develop an annual planned event schedule for the Employee Engagement Committee

POLICE DEPARTMENT 5-YEAR STAFFING PLAN

Position	2024	2025	2026	2027	2028	2029
Chief	1	1	1	1	1	1
<i>Lieutenant /Deputy Chief</i>	0	0	1	1	1	1
Sergeant	4	4	4	4	4	4
Police Investigator/SRO	4	1	4	4	4	4
Patrol Officer	13	8	13	13	15	15
Total Sworn Officers	22	14	22	23	25	25
Admin Asst	1	1	1	1	1	1
Community Outreach Specialist	1	1	1	1	1	1
Community Service Officer - FT	1	1	2	2	2	2
Records Technician - FT	2	1	2	2	2	2
<i>Records Technician- PT</i>	2	1	1	1	1	1
<i>Community Service Officer - PT</i>	1	0	27	28	30	30
Total Full Time PD Employees	27	17	0	1	2	0
Increase FT From Previous Year	3	NA	1	3	3	3
Total PT PD Employees	30	NA	18	0	0	0
Increase PT From Previous Year				30	33	33
Total PD Employees				X		
Possible Retirements						

POLICE DEPARTMENT BUDGET

	Title	2024 Expense Budget	2025 Expense Budget
POLICE			
101.4211.1011	SALARIES	1,764,000.00	1,882,000.00
101.4211.1017	POLICE ADMINISTRATIVE	293,500.00	298,000.00
101.4211.1018	FULL-TIME CSO	53,800.00	56,500.00
101.4211.1021	OT FOR REGULAR EMPLOYEES	50,000.00	50,000.00
101.4211.1025	OT REGULAR EMPLOYEES-REIMB	20,000.00	20,000.00
101.4211.1027	TOT FOR ADMIN EMPLOYEES	20,000.00	15,000.00
101.4211.1028	OT FOR TASK FORCE	1,000.00	.00
101.4211.1029	OT FOR CSO	1,000.00	1,000.00
101.4211.1042	PART-TIME EMPLOYEES - OFFICERS	24,000.00	25,300.00
101.4211.1043	PART-TIME EMP - ADMIN STAFF	40,500.00	40,000.00
101.4211.1063	PAY OF ACC VAC UPON RET	.00	.00
101.4211.1065	SALARY SETTLEMENT	.00	.00
101.4211.1066	HCSP PAYOUT	15,000.00	5,000.00
101.4211.1067	PAYMENT OF UNUSED SICK LEAVE	12,000.00	10,000.00
101.4211.1069	HOLIDAY PAY - POLICE	70,000.00	70,000.00
101.4211.1071	ADDITIONAL COMP TIME UNION	.00	.00
101.4211.1072	ON CALL TIME	6,500.00	10,000.00
101.4211.1081	SHIFT DIFFERENTIAL	10,300.00	10,300.00
101.4211.1083	FIELD TRAINING DIFFERENTIAL	3,000.00	5,000.00
101.4211.1086	INVESTIGATORS PAY	6,000.00	6,000.00
101.4211.1088	TASK FORCE PAY	.00	.00
101.4211.1211	FICA	57,500.00	62,000.00
101.4211.1221	PERA	349,000.00	367,000.00
101.4211.1311	HEALTH INSURANCE	758,300.00	707,000.00
101.4211.1331	DISABILITY INSURANCE	17,100.00	20,500.00
101.4211.1341	LIFE INSURANCE	3,650.00	3,600.00
101.4211.1411	WC & UNEMPLOYMENT COMP	80,000.00	59,000.00
101.4211.1421	UNEMPLOYMENT BENEFITS	.00	.00
101.4211.2011	OFFICE SUPPLIES	12,000.00	12,000.00
101.4211.2111	OPERATING SUPPLIES	20,000.00	22,000.00
101.4211.2121	GAS & OIL PURCHASES	65,000.00	65,000.00
101.4211.2181	AMMUNITION	12,000.00	12,000.00
101.4211.2184	SUPPLIES - COMMUNITY POLICING	7,500.00	7,500.00
101.4211.2187	INVESTIGATIVE SUPPLIES	15,000.00	15,000.00
101.4211.2188	INVESTIG SUPPLIES - TASK FORCE	.00	.00

EXPENSE BUDGET

Acct#	Title	2024 Expense Budget	2025 Expense Budget
101.4211.2211	REPAIR & MAINTENANCE SUPPLIES	5,000.00	5,000.00
101.4211.3041	LEGAL SERVICES	60,000.00	60,000.00
101.4211.3051	PROF SERVICES - PHYSICALS	5,735.00	8,000.00
101.4211.3088	PROF SERVICES - INTERPRETERS	9,000.00	9,000.00
101.4211.3099	PROF SERVICES - MISC	60,000.00	60,000.00
101.4211.3211	COMMUNICATIONS	38,000.00	35,000.00
101.4211.3212	COMPUTERS/IT	30,000.00	10,000.00
101.4211.3213	DIGITAL AUDIO/VIDEO	32,000.00	32,000.00
101.4211.3214	SOFTWARE & SUBSCRIPTIONS	4,800.00	5,000.00
101.4211.3218	COMMUNICATIONS - TASK FORCE	.00	.00
101.4211.3311	TRAINING/TRAVEL/HOTEL	40,000.00	40,000.00
101.4211.3312	MEETING EXPENSES	3,000.00	3,000.00
101.4211.3315	TRAINING - PTP/ICPOET	28,000.00	25,000.00
101.4211.3318	TRAINING/TRAVEL - TASK FORCE	.00	.00
101.4211.3319	HEALTH & WELLNESS	5,000.00	5,000.00
101.4211.3320	SPECIAL EVENTS	.00	.00
101.4211.3341	TOWING	4,000.00	4,000.00
101.4211.3431	ADVERTISEMENTS	5,000.00	5,000.00
101.4211.3521	PRINTING & BINDING	6,000.00	6,000.00
101.4211.3621	PROPERTY CASUALTY INSURANCE	70,000.00	70,000.00
101.4211.3711	REPAIR & MAINTENANCE	35,000.00	50,000.00
101.4211.3717	REPAIR & MAINT - TECHNOLOGY	7,500.00	4,000.00
101.4211.3718	REPAIR & MAINTENANCE - RADIOS	3,200.00	5,500.00
101.4211.3811	PUBLIC UTILITY SERVICES	23,000.00	23,000.00
101.4211.4131	RENTALS	100.00	100.00
101.4211.4331	MISCELLANEOUS - DUES	4,500.00	4,500.00
101.4211.4365	CANINE EXPENSES	5,000.00	5,000.00
101.4211.4379	USE TAX	500.00	500.00
101.4211.4381	UNIFORMS	30,000.00	30,000.00
101.4211.4382	RESERVE OFFICERS	2,500.00	2,500.00
101.4211.4383	RUGS / TOWELS	500.00	500.00
101.4211.4384	SERVICE CONTRACT	4,200.00	5,000.00
101.4211.4385	FURNITURE	.00	.00
101.4211.4386	TECHNOLOGY SERVICE CONTRACTS	57,500.00	60,000.00
101.4211.4389	OTHER CONTRACTUAL SERVICES	25,000.00	25,000.00
101.4211.4981	REFUNDS AND REIMBURSEMENTS	500.00	500.00
101.4211.5310	EQUIPMENT - TASK FORCE	.00	.00
101.4211.5411	CAPITAL EXPEND - TASK FORCE	.00	.00
101.4211.5811	EQUIPMENT	21,400.00	19,300.00
101.4211.5911	CAPITAL EXPENDITURES	72,000.00	270,000.00
		4,485,585.00	4,744,100.00

EMS DEPARTMENT

The Waite Park Emergency Management Department is contracted with Stearns County Emergency Management Department. They provide emergency management services for the City of St. Cloud and Waite Park. In this role, the County will assume all of the duties and responsibilities of the Emergency Management Director and will work with City of Waite Park staff in any emergency situation. Stearns County will provide the necessary training of staffing to prepare for emergency service needs and will also provide any budget recommendations as well.

RECENT ACCOMPLISHMENTS

- Created Emergency Management Plan.
- Provided EMS training to Waite Park staff.
- Approved the Joint Powers Agreement with Stearns County to provide Emergency Management services to the City of Waite Park that will be effective January 1, 2024.



DEPARTMENT GOALS

- Provide the expertise that is needed to prepare for and train for any type of emergency situation that could impact the community.
- Prepare for any emergency situation that could impact the City of Waite Park ensuring the safety of all visitors and residents.
- Provide adequate training to all Waite Park staff who are required to assist in cases of emergency.
- Create emergency readiness plans that will assist the City in preparation of any type of emergency or natural disaster.
- Complete any grants or reimbursements for any type of disaster to assist with funding.

UPCOMING PRIORITIES

- Continue to provide training to staff as needed.
- Review current EMS plans for city facilities and address any inadequacies.
- Integrate Stearns County EMS into the city operations to ensure they are educated on what is needed to provide the services necessary to prepare for a number of different types of emergency situations.

EMS BUDGET

Acct#	Title	2024 Expense Budget	2025 Expense Budget
EMERGENCY SERVICES			
101.4251.1011	SALARIES	.00	.00
101.4251.1019	EMS COORDINATOR SALARY	.00	.00
101.4251.1211	FICA	.00	.00
101.4251.1221	PERA	.00	.00
101.4251.1311	HEALTH INSURANCE	.00	.00
101.4251.1510	DISABILITY INS & OTHERS	.00	.00
101.4251.1520	LIFE INSURANCE	.00	.00
101.4251.2011	OFFICE SUPPLIES	.00	.00
101.4251.2111	OPERATING SUPPLIES	.00	.00
101.4251.2211	REPAIR & MAINTENANCE SUPPLIES	500.00	500.00
101.4251.3211	COMMUNICATIONS	4,500.00	4,500.00
101.4251.3311	TRAINING/TRAVEL/HOTEL	2,000.00	2,000.00
101.4251.3621	PROPERTY CASUALTY INSURANCE	1,100.00	1,100.00
101.4251.3711	REPAIR & MAINTENANCE	4,000.00	4,000.00
101.4251.3718	REPAIR & MAINTENANCE - RADIOS	200.00	200.00
101.4251.3811	PUBLIC UTILITY SERVICES	1,000.00	1,000.00
101.4251.4331	MISCELLANEOUS - DUES	400.00	400.00
101.4251.4384	SERVICE CONTRACT	52,000.00	54,000.00
101.4251.5911	CAPITAL EXPENDITURES	.00	.00
		65,700.00	67,700.00

FIRE DEPARTMENT

The Waite Park Fire Department is dedicated to providing a high level of fire protection services while focusing on training, fire prevention, and education.

The Fire Department is staffed to have 30 paid on-call fire fighters to provide the fire service needs for the Waite Park community. The Fire Department has also relied on the supplemental fire services from St. Cloud Fire Department to assist in meeting the staffing needs of the community.

DEPARTMENT GOALS

- Respond to calls for emergency service efficiently and in a safe and timely manner.
- Provide education to the public to aid in safety and fire prevention.
- Train and develop professional, competent fire fighters.
- Protect and service the fire service needs of the community.

RECENT ACCOMPLISHMENTS

- Hosted the Fire Department Open House.
- Dissolved the Fire Relief Association and incorporated assets into the Fire Department.
- Continued working with St. Cloud Fire Department on dual response plan.
- Completed draft review of regional fire study with neighboring cities and final draft will be presented to fire departments and councils and mayors early 2025 .
- Worked with BKV on the site plan layout for public safety/city hall expansion developing a layout that will address current and future fire service needs.
- Continued work on fire recruitment by reaching out to residents and businesses directly.

UPCOMING PRIORITIES

- Address fire service needs for community and how best to staff department.
- Complete the fire study and consider options for implementation.
- Continue work on public safety/city hall expansion facility and develop operational plan while under construction.
- Identify recruitment and retention opportunities and implement strategies moving forward.



FIRE DEPARTMENT 5-YEAR STAFFING PLAN

Position	2024		2025		2026		2027		2028		2029	
Fire Fighters	30	15	30	15	30	15	30	15	30	15	30	15
Increase From Previous Year												

Contractual Services

St. Cloud Fire Department

Fire Department Budget

Acct. #	Title	24 Budget Expense	25 Budget Expense
FIRE			
101.4221.1025	OT FOR FIRE - REIMB	1,500.00	1,000.00
101.4221.1041	TEMPORARY EMPLOYEES	160,000.00	160,000.00
101.4221.1072	ON CALL TIME	10,400.00	11,000.00
101.4221.1211	FICA	13,000.00	13,000.00
101.4221.1221	PERA	25.00	25.00
101.4221.1312	EMPLOYEE ASSISTANCE PROGRAM	10,000.00	450.00
101.4221.1411	WC & UNEMPLOYMENT COMP	800.00	10,620.00
101.4221.2011	OFFICE SUPPLIES	6,000.00	900.00
101.4221.2111	OPERATING SUPPLIES	7,000.00	6,000.00
101.4221.2121	GAS & OIL PURCHASES	600.00	7,000.00
101.4221.2174	SUPPLIES - FIRE SAFETY	9,000.00	600.00
101.4221.2211	REPAIR & MAINTENANCE SUPPLIES	100.00	9,000.00
101.4221.3041	LEGAL SERVICES	10,300.00	100.00
101.4221.3051	PROF SERVICES - PHYSICALS	3,500.00	10,300.00
101.4221.3211	COMMUNICATIONS	1,000.00	3,500.00
101.4221.3212	COMPUTERS/IT	8,000.00	11,000.00
101.4221.3214	SOFTWARE & SUBSCRIPTIONS		10,200.00

Acct. #	Title	24 Budget Expense	25 Budget Expense
		25,000.00	25,000.00
101.4221.3311	TRAINING/TRAVEL/HOTEL		
101.4221.3431	ADVERTISEMENTS	3,000.00	3,000.00
101.4221.3621	PROPERTY CASUALTY INSURANCE	6,000.00	6,000.00
101.4221.3711	REPAIR & MAINTENANCE	50,000.00	50,000.00
101.4221.3811	PUBLIC UTILITY SERVICES	10,000.00	10,000.00
101.4221.4131	RENTALS	3,500.00	3,000.00
101.4221.4331	MISCELLANEOUS - DUES	1,300.00	1,300.00
101.4221.4383	RUGS / TOWELS	300.00	300.00
101.4221.4384	SERVICE CONTRACT	8,500.00	7,500.00
101.4221.4385	FURNITURE	.00	500.00
101.4221.4389	OTHER CONTRACTUAL SERVICES	515,000.00	587,489.00
101.4221.4825	USE TAX	600.00	600.00
101.4221.4995	WP FIREFIGHTERS RELIEF	13,510.00	13,915.00
101.4221.5811	EQUIPMENT	15,000.00	11,000.00
101.4221.5911	CAPITAL EXPENDITURES	19,000.00	98,000.00
101.4221.6021	LEASE PRINCIPAL	54,850.00	56,500.00
101.4221.6121	LEASE INTEREST	5,000.00	3,400.00
101.4221.8106	STATE AID FIRE RELIEF	.00	.00
		971,785.00	1,132,199.00

